How to max out your productivity

Before you take work home again, consider this: "Most people work a daily average of only four hours and forty-eight minutes on the tasks, responsibilities and activities that they were hired to perform," says Jeff Davidson, author of *Breathing Space*. That's just 60% of the typical eight-hour workday.

Squeeze more work into the workday by:

■ **Being organized** so you don't waste time finding what you need.

■ **Using technology** to help you do more. But don't become a slave to technology by, for example, checking e-mail several times an hour.

■ **Limiting the time you socialize** so that pouring a cup of coffee doesn't eat up 20 minutes of your morning.

■ **Sleeping well** at night, so you can be effective during the day.

— Adapted from "Stop Playing 'Catch Up,'" Jeff Davidson, www.breathingspace.com.