Increase your productivity

Improve Time Management



Keep your work space clean and tidy. Have a system for filing and deal with paperwork as soon as it is received.

unavailable. Have a Do Not Disturb on your phone or a note on your door. Turn off email notifications and only check at the end of the allocated time slot.

Stress Management

Use stress management techniques to best prepare you for the day. Take some time out to gather focus. A stress free mind is much productive.



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