**Activity Log Actions**

Boost your productivity by applying the following actions to the tasks recorded on your activity log:

**1) Eliminate jobs that aren't part of your role, or that don't help you meet your objectives.** These may include tasks that someone else in the organization should be doing or personal activities such as sending non-work e-mails or surfing the Internet.

**2) Delegate tasks that someone else in the organization should be doing.** If you’re spending time on tasks that don’t require your specific skill set, find someone more suitable to perform them. If you cannot drop tasks or delegate them, negotiate longer timelines for their completion.

**3) Eliminate Low value activities.** These are items from quadrant 4. This will allow you to do more high value work, while still being able to leave the office at a sensible time.

**4) Create Priority “To Do” Lists.**

*The lists will help you:*

* Stay organized
* Remember to carry out all necessary tasks.
* Tackle the most important jobs and don't waste time on trivial tasks.
* Avoid getting stressed by unimportant jobs.