

Whether you are your own boss or manage a large team, recurring tasks take time from everyone. Tasks can also be **assigned to others**, making it easier for you to help keep up their productivity.

For example, if you're a manager, recurring tasks can help you keep track of employee productivity, work assignments, and more. You can also use recurring tasks as an opportunity to boost morale and celebrate accomplishments. You can also use quarterly reviews on the horizon and ensure you're prepared for those regularly scheduled meetings. For bonus points, try making a notebook for each individual employee and put recurring tasks in each of their notes.

Whatever your career or personal life demands of you, recurring tasks help help you stay productive, and make it easier for you to devote your brain space to what matters. Recurring tasks may live in your notes, but that doesn't mean they have to live in your head.

How to be more present and increase your focus

When you feel overwhelmed, it can be difficult to stay productive. That distraction can impact your effectiveness at work, but your ability to decompress outside of work.



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Evernote Help Guide

Andrew Low, John Colombo



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A Practical Guide to Event Promotion Nigel Jackson, Katie Angliss, 2017-07-14 This Practical Guide to Event Promotion offers the reader a short and succinct overview of the range of marketing communication materials from print to social marketing that can be used to promote an event successfully to the correct target markets. It includes invaluable advice on how to identify the type of communication tools most applicable to the type of event that is being promoted and its target market, how to effectively use and implement these useful tips, on things to avoid, as well as suggested time frames to use before, during, and after the event. Examples of best practice and insights from events marketers are integrated throughout. Although full of practical information, a strong theoretical base underpins the advice included on how event managers can apply communication and persuasion theory to key audiences. This book will be a useful resource for Events Management students putting on an event as part of their course and for assessments, and those wanting to convert general theory into practical skills they will use in the workplace.

Using Technology to Support High-Impact Educational Practice Karen S. Ivers, 2018-12-01 Emphasizing the importance of preparing students for the global workforce, this title explains how to teach using the latest educational technology. As technology becomes more advanced and accessible, it gives rise to new delivery methods of instruction and learning. High Impact Educational Practices including collaboration, diversity, global learning, service, and project-based learning, and research and writing can be used to strengthen students' readiness for the

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