

# The Secret to Working Smarter not Harder

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*"Work smarter, not harder." Sounds good. But how do you actually do that?*

DUBAI, UNITED ARAB EMIRATES, May 16, 2019 /EINPresswire.com/ -- Continuously working hard is not smart.

Eventually, you will tire of working so hard. Sooner or later, you will reach a point where you can't work any harder. In fact, because you are exhausted and not thinking clearly, you will produce less.

Have you ever watched a fly beat its wings against a window in a desperate attempt to fly to freedom? If only it could have known that 10 seconds of effortless flight would have produced an open door and total success? Attempting to succeed by working harder and doing more of the same, simply leads to burnout.

If you are too busy working harder that you don't take the time to reflect, you may end up taking actions that are not the best simply because you have no time to think. For example, if you are driving a car, efficient is going as fast as possible, while flexibility/adaptability is ensuring you are going in the right direction. Which would you rather have?

In his highly acclaimed book *First Things First* by Stephen Covey, tasks are classified according to two dimensions: importance and urgency. Covey says that we should spend our time on the essential tasks before addressing the unimportant. This seems obvious, but he explains that the natural tendency is to address the urgent tasks, whether or not they are important, which leaves one with no time for the non-urgent yet important tasks.

Part of the difficulty is determining which tasks are truly important, which he says is aided by having a clear set of goals. Of course, thinking about goals and the importance of tasks takes time. And if you are 100% busy with urgent tasks (i.e. always fighting fires), then you probably feel like you can't afford to spend this time. In reality, if you are that busy, then you can't afford to not do this, or else you risk never completing some (all?) of the important tasks.

Time spent thinking about goals, objectives and task importance are an important planning component of time management. Planning is usually considered a management activity, and everyone needs to manage their time. So if you aren't doing any planning at all of how you spend your time, it probably is not well managed.

You need to regularly review and update your goals and objectives based on changing circumstances, both internally (i.e. completing some objectives) and externally (i.e. new technology, new competitors, new market). You also need to reflect on your work - the importance of your tasks, how you work, and what improvements can be made.

Want To [Work Smarter](#), Not Harder? There's good news!

In 2019, [GLOMACS](#) launched a training course that offers time management, stress management and prioritization strategies that people can use every day.

Today's workforce is experiencing high demands in the workplace and at home. Depending on what's happening in different areas of our life, it's how we respond to these demands that may

add to our stress levels. This GLOMACS training course offers time management, stress management and prioritization strategies that people can use every day.

Participants attending this Work Smarter training course will develop the following skills:

- Nurture healthy leadership habits
- Understand emotional responses and how to respond accordingly
- Techniques to prioritize tasks in the workplace and at home
- Improve stress management abilities
- Support their organization by delegating effectively

Interested in learning more?

If this sounds like a concept that would be of interest to you—a classroom course with guided expert mentorship and supportive peers—then WhatsApp +971558601246 to schedule a no-pressure information-only 20-minute call with me to find out more or send us an email to [info@glomacs.com](mailto:info@glomacs.com)

Registration for the GLOMACS Work Smarter program for August 2019 is open now.

If you're serious about getting enrolled in August 2019 session, then [click here](#) to find out more.

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