

How to have a successful work day

 By [Linda Trim](#)

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Here are ten things that will ensure that you have a successful work day.

1. **Start your day on time.** Arrive on time, without a panic, so as not to throw your day off. Firstly, it looks bad to the boss and colleagues, and, secondly, it gets you off to a bad start.
2. **Have a plan.** Planning gives you a kick-start and it is wise to get your priorities out of the way first. It leaves no chance of forgetting to do something and very often you get through things a lot quicker when you have a plan. Some people like to plan using a traditional notepad, others like to download apps onto their smartphones or tablets. If you don't like to plan the evening before, get in a few minutes early to put your plan in place. Tick items off as you progress through your day. This allows you to hit the ground running. If something urgent comes up, it also allows you to reprioritise your day without leaving anything out.
3. **Arrive with a smile.** Psych yourself up on the way to work. Smiling helps everyone, including yourself. It helps deal with difficult and trying situations. Even the most difficult colleague battles to get cross at a smile. Arriving in a good mood has a pleasant effect on your whole team and you will also end up being more liked by all.
4. **Take brief coffee breaks.** Throughout the day, take some time out. It is mind blowing to see the effects that a few minutes' break can do for one's mind and creativity. Use the time to chat to colleagues and interact with your fellow employees. Get to know each other better and use one another to bounce off new work ideas.
5. **Start each day with a clean mental slate.** Wipe the whiteboard in your mind clear. Starting each day afresh, even when carrying over work from the previous day, allows you to think in a completely different, dynamic way. It gives you a new lease on what you were busy with (and probably didn't complete because you were stumped!).
6. **Enjoy your lunch break.** Take time to enjoy lunch, even if it is just a short break. Step away from your desk and detach yourself from what you were busy with. Take a deep breath and enjoy your meal. Rushed meals at your desk only lead to indigestion, physically and mentally. Taking time out from your work to disconnect give you renewed energy for the rest of the day.
7. **Take a deep breath.** When needed, don't feel bad about tuning out for five minutes. Breathe in and breathe out. When feeling harried, there is nothing better than breathing in and out until you feel centred and focused again.
8. **Have an organised desk.** Clean your desk before you leave the office. Know where everything is and have a filing process in place. When you arrive in the morning, then everything is where you need it. It saves time during the day as you work through your to-do list.
9. **Don't check your emails too often.** This can be incredibly distracting and detract from the quality of your work. One tip is to set a schedule for checking and answering emails, so that you aren't a slave to your inbox all day, every day.
10. **Take time to connect with colleagues.** Building strong relationships in the office is vital. It is empowering and motivating to feel a part of a team. Indeed, having good interpersonal skills is a huge plus in climbing up the corporate ladder and enjoying your day at work.

ABOUT LINDA TRIM

Linda Trim, director at FutureSpace, a co-working joint venture between Investec Property and workplace specialists Giant Leap.

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