Tuesday is the Most Productive Day of the Week

Have a challenging project to tackle? Take it up on Tuesday, a new survey from Accountemps suggests. Thirty-nine percent of human resources (HR) managers interviewed rank Tuesday as the most productive day of the week. Thursday and Friday tied for the least productive day, with each receiving just 3% of the responses. "Many workers spend Monday catching up from the previous week and planning the one ahead," said Max Messmer, chairman of Accountemps and author of *Managing Your Career For Dummies*® (John Wiley & Sons, Inc.). "On Tuesday, employees may begin to have time to Focus on individual tasks and become more productive." Accountemps offers the following tips to increase productivity and make every day like Tuesday:

* **Axe the excess**.
Start by creating a to-do list for the day. Then, cut it in half, focusing on your top
priorities. Too often workers overestimate what they can accomplish and become frustrated by their lack of progress. A shorter, more realistic list that leaves room for unexpected projects and setbacks will help you become more productive.

* **Strive for quality, not quantity**.
In theory, multitasking seems like a good way to increase productivity. But it often leads to oversights and errors. Repeatedly switching from one project to another also slows you down. Do your best to focus on one item at a time.

* **Know your prime time**.
Tackle critical or challenging assignments during the time of day when you're most productive.
Handle less-pressing tasks, like online research, when your energy level starts to wane.

* **Dodge the derailers**.
When working on important assignments, increase productivity by turning off mobile devices and signing out of email and social media. That allows you to give full attention to the task at hand. Prevent interruptions by politely informing your colleagues you don't want to be disturbed. ·