

# Concept

an idea distilled  
to its essential  
elements

Most companies spend thousands of dollars to improve employee productivity. Forget ergonomics, just-in-time, personality profiles, Six Sigma. My basic toddler guidelines will eliminate any barriers to productivity.

**1. Delegate, delegate, delegate.** If someone else were to fix your meals, put your things away, do your laundry, brush your teeth, and dress you in the morning, think of all the time you would save!

**2. Bring your food with you.** It's inefficient to sit and do nothing but eat. Eat your sandwich while you conduct a meeting or go to the copier. In fact, don't be still at all unless you're sleeping. Everything else can be done while in motion.

**3. Follow directions only if you feel like it.** If you have more important things to do—and only you are the best judge of that—feel free to ignore the requests of others. Eventually, they will give up and do it themselves.

**4. Take naps.** A quick nap in the middle of the afternoon will recharge you for the evening ahead.

**5. Forget bathroom breaks.** Why stop what you're doing for a bathroom break? Bring along a few absorbent underpants and change them when it's convenient. Or, better yet, have someone else change them while you're in motion.

**6. Wear, wash, wear.** This applies to your clothing as well as to your hair. Just wash (or have someone else wash) your clothes and your hair—and go! Don't waste time with hair styling and drying. Forget dry cleaning bills, accessorizing, and outfits that match. In fact, many times you'll find that clothes and shoes are not necessary.

**7. Be clear about what you want from others.** The most effective way to get your message across and get what you want is to repeat it in as few words as possible, as loudly as possible—for example, "PLAY TOY. WANT COOKIE."

**8. Be flexible.** Don't waste time and energy looking for a specific item when something within your reach will do. No tissue? Use your sleeve (or your arm if you aren't dressed).

**9. Work only with people you like.** You'll be much happier. If you see someone you don't want to work with, run the other way. Shout, "NO! NO! NO!"—and throw your sandwich.

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## Work Like a Toddler

(for better productivity)



By Julie Rozetta Tuinstra