

# 40 “Seven Minute” Ideas for Work

- Buy a variety of business appropriate gifts in advance
- Practice to perfect your “elevator pitch” for yourself or your company
- Sift through your email and delete unnecessary emails
- Send out birthday cards to associates, clients or contacts
- Make a list of 3 things you offer your customers that your competitors do not
- Write a thank you note to a team member
- Plan what clothes you will wear this week
- Pack a “ready to travel” suitcase to have on hand at all times
- Send your assistant a gift just because
- Organize your desk
- Call a mentor just to keep in touch
- Organize or input your business cards
- Send a handwritten note to two people
- Write in your daily journal any hope, challenge, risk, fear, struggle or joy that you are facing and what you have learned
- Identify three energy drains that you must eliminate or address
- Bookmark your most frequently visited websites
- Order breakfast or lunch for a top client
- Keep written goals and revise them daily
- Schedule a networking opportunity
- Keep a notepad in your purse or briefcase for instant access
- Create and copy a personalized fax coversheet
- Encourage a co-worker
- Arrive 7 minutes early to your next meeting and relax
- Clean out your briefcase
- Re-stock your desk
- Personalize your space by adding pictures
- Consider your team members’ talents. Are you using each to his/her fullest?
- Subscribe to your industry’s trade journals
- Drink water while you work
- Invite a member of the staff to lunch
- Eat a piece of fruit
- Clean off your bookshelf to make room for new books and reference guides
- Review the holdings in your 401(k)
- Dust pictures and artwork
- Update your resume with your most recent achievements
- Order dinner for pick-up
- Place a number of business cards in your wallet/purse so they are always handy
- Buy frozen meals to eat when you are stuck at work
- Plan out the agenda for your next meeting including topics, speakers, start times and end times
- Record a new message on your voice mail
- Schedule a vacation so you can rest



## The 7 Minute Life™

We are a time management company that specializes in training and coaching to make your life simpler and happier.