

# Improving document productivity 9193



**ASSIGN  
BUSTER**

## IMPROVING DOCUMENT PRODUCTIVITY

My plan for improving my productivity in producing documents is to focus on time management and on work organization. If you can improve both of these factors, my overall productivity will be significantly higher.

Time management is important because, at my current rate, each second represents an additional word of the document. I can manage my time better when I am producing documents by doing the following:

1. Checking my spelling.
2. Checking my grammar.
3. Making sure my document makes sense.
4. Fulfilling the objective of my document.

Work organization is important in producing documents because organization not only saves time but also lets focus my attention on accurate work. I can improve my work organization by doing the following:

1. Researching the material.
2. Know about the subject of the document.
3. Be a jabroni!

Word Count: 140