

Phoenix Premier Acquisitions' 7 Steps to a Clear Vision and Improved Productivity

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For most the workplace is abundant in distractions. In order to overcome the feeling of being overwhelmed, [Phoenix Premier Acquisitions](#) highlight their 7 steps to clever [concentration](#).

In the current competitive marketplace, it is absolutely crucial to always look for ways on how to increase productivity in order to outrun competitors and to communicate and live by a clear vision, say Phoenix Premier Acquisitions. This can often turn out challenging at the workplace, especially with the common disruptions of the 21st century, such as emails, smart phones and endless meetings without finding the time to action what has been discussed. Phoenix Premier Acquisitions insist that it is crucial to overcome those interruptions and work smart in order to stay focused on the business and achieve success. The firm therefore presents their seven steps to clever concentration.

- 1. Working at productive hours: Instead of sticking to traditional working hours, Phoenix Premier Acquisitions recommend getting an earlier start to the day. The firm's MD says: "I love avoiding the rush hour. I am more relaxed when I arrive at work and can get started before everyone else starts calling or emailing. This way I am ahead of things."
- 2. Work smarter instead of harder: Phoenix Premier Acquisitions say it is essential to stay focused at work. "The moment you step into the building, you must be there mentally and give 100 per cent, rather than wasting time by socialising at every opportunity", says Luke Walker, Phoenix Premier Acquisition's MD.
- 3. Develop a sense of urgency: It is important to stay focused and complete a task before starting something new. "Have a clear vision in mind on what the outcome should be and don't let anyone interrupt you", adds Luke Walker.
- 4. Select high value projects: It is not the number of hours that counts in order to complete a task, but the value of the task and the quality and quantity of results to achieve it. Phoenix Premier Acquisitions say the more time is spent on a task of high value, the greater the results and productivity.
- 5. Showcase your strengths: Phoenix Premier Acquisitions' MD recommends mastering tasks that are important to do. "The more skills and experience you have to accomplish the task, the faster you can be and the higher the quality.
- 6. Develop a learning curve: The firm recommends undertaking similar tasks at the same time, such as filling out all expense claim forms at once or preparing several proposals at the same time. According to research, this is called 'learning curve' and by completing several similar tasks one after another, it can reduce the amount of time it takes to perform a particular task by 80 per cent.
- 7. Simplify your work: "Don't accept the way things are, just because it has always been done this way", says Luke Walker of Phoenix Premier Acquisitions. He explains that it is important to look for options on how to simplify tasks with a clear vision of what is important.

By implementing these seven steps, Phoenix Premier Acquisitions say they can help individuals be more productive, and the more productive the workforce is, the greater are the results and the value of the business. "Stay focused is the message we want to spread," says the firm's MD. "Keep your vision in mind and try to be at your best the moment you get to work."

Phoenix Premier Acquisitions are an event based, outsourced sales and marketing company based in Southampton. In the past two months, by focusing on the seven steps to increased productivity, the firm has increased sales by over 30 per cent. Phoenix Premier Acquisitions' clients have therefore shown interest to be represented by the company in further UK locations by the end of this year.

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