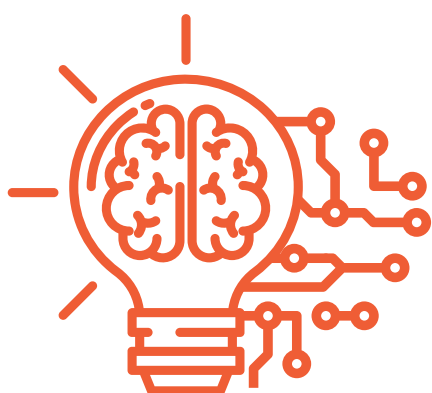




THE #1 PRODUCTIVITY TIP

Making a list will make you more productive & efficient

Work Yoga Series



**Use the brain for creative thinking,
technology for the donkey work**

Freedom of Ideation (= meditation)
Stress of Remembering (= OCD)

Interrupts and Ideas

2 minute rule: act/decide, or delete,
or list it

Jot down: your ideas and To- Dos
immediately



Organize your Lists

Separate lists: e.g. my work tasks, follow-up
with others, home related

Prioritize: e.g. today, this week, later

Use Technology: Smartphone Notes,
Outlook Tasks

Day Start (get control): update lists, plan
your day

Day End (let go): update lists, shut your PC,
and go home



About Sapience Vue

Sapience Vue is our automated Enterprise Work Activity Analytics, Insights and Productivity product that accurately captures effort data in a contactless manner and provides actionable insights for fact-based decision making by keeping employee privacy at its core.

With our actionable insights, self-reporting, and predictive analytics, you can build your new Way of Working (WoW) by streamlining:

- Remote working
- Outsourcing governance
- End-user experience management
- Workforce productivity and analytics
- IT software management
- Sales Workforce Productivity

Sapience is the recipient of several industry awards for its innovative product and fast growth, including Dun & Bradstreet, Frost & Sullivan, TiE50 – Bay area, NASSCOM, and IDG Channel World.

