

20 Tips To Become More Productive



Tip #1

Make a To-Do List

Begin each day by making a To-Do list, but don't try to fit as many tasks as possible onto the list. Focus on a few crucial tasks instead.

Tip #2

Know What Leads to the Most Results

According to the pareto principle, 20% of your actions determine 80% of your results. Focus on the most important 20% to work smarter not harder.

Tip #3

Prioritize Task By Importance

Once you know which actions lead to the most results, prioritize your goals and To-Do list in order of importance.

Tip #4

Use A Master Calendar

Keep all of your tasks and assignments in one master calendar so you can take a quick glance at all of your responsibilities.

Tip #5

Make Your Goals Visible

Write down your goals and place them somewhere visible in your office to keep you motivated even when you don't feel like working.

Tip #6

Start With The Hardest Task

Instead of starting with the tasks that don't intimidate you, always do the hardest task first. This stops you from procrastinating and gets the hardest task out of the way early on.

Tip #7

Do One Task At A Time

Instead of multitasking, only do one task at a time, otherwise known as single-tasking.

Tip #8

Try The Pomodoro Technique

The pomodoro technique is a time management tool that can help you alternate between working intervals and break intervals for heightened focus.

Tip #9

Be Proactive

Do not put off to tomorrow what you can do today. Be proactive when you can while still giving yourself enough room to enjoy your personal life.

Tip #10

Take Breaks

Throughout your work day, take several short breaks to help your brain rest. Shoot for one break for every hour you are working.

Tip #11

Clean Up Your Work Space

A cluttered desk is a cluttered mind. Clean up your workspace so that your working environment leads to more concentration and focus.

Tip #12

Put Down Your Phone

Phones are the biggest distractions today. Put your phone on Do Not Disturb and put it down while you are working.

Tip #13

Eat Healthy Food

Fuel up with healthy complex carbohydrates, proteins, and fats. These foods will give you energy that last, helping you stay focused for longer.

Tip #14

Drink Enough Water

Even two hours of dehydration can affect your mental abilities. Stay hydrated throughout the day so that your brain has the energy and ability to stay focused.

Tip #15

Drink Small Doses Of Caffeine

Studies show that drinking caffeine in small doses can improve your focus. Be sure not to drink too much caffeine, however, because that could lead to jitters.

Tip #16

Exercise

Exercise during the day so that you can relieve stress, sleep better, and stay more focused.

Tip #17

Get Enough Sleep

You cannot focus when you are tired. Make sure to get enough sleep every night.

Tip #18

Practice Mindfulness

Studies have shown that mindfulness is an impressive technique that can help boost your concentration and ability to focus.

Tip #19

Know When To Say No

Instead of taking on too many tasks, know when to say no so you can devote the proper amount of energy to your responsibilities.

Tip #20

Don't Work During Your Off Time

Do not work on your off days or break. Treat your off time like it is sacred.