**5 Ways to be Productive at Home**

Productivity doesn’t end at the workplace. The art of being productive spills over into the home as well. While being productive in the workplace may involve spreadsheets and project delegation, productivity in the home looks slightly different. After all, this is the place to relax and unwind, not the place to bring work home to.

Here are five ways to be more productive at home.

## 1. Maintain a Solid Routine

As creatures of habit, humans rely on [routine](https://www.nm.org/healthbeat/healthy-tips/health-benefits-of-having-a-routine#:~:text=People%20are%20creatures%20of%20habit,Stress.) to get through their day. In fact, our circadian rhythm is our body’s way of naturally keeping to a general routine each morning and night. Keeping a routine not only lowers your stress levels and helps your overall health but it also gives you the opportunity to get more done than without one.

## 2. Utilize To-Do Lists

Although to-do lists don’t necessarily work for everyone, they’re an excellent tool for, at the very least, laying out what you need to get done each day. When creating a daily to-do list, make sure to prioritize your tasks in the order of importance. Your most important task needs to be at the top of the list while the least significant should be at the bottom.

For example, an important doctor’s visit should be at the top of your list while cleaning out your linen closet is probably closer to the bottom.

## 3. Give Yourself a Break

We all know how busy and hectic life can be. If you’re looking around and you realize that your house isn’t nearly as clean as you’d like, cut yourself some slack. When this is the case, take some time to count your blessings and then decide what is actually important. If the only thing you accomplish in a day sometimes is to make dinner, that’s okay!

## 4. Create Designated Work and Leisure Space

Although your home is supposed to be a safe space to relax and unwind, we know many people also work from home. If this is the case for you, make sure to create a designated area for you to work and leave all of your work obligations in that area. This helps ensure work isn’t bleeding into your daily life and vice versa.

## 5. Wake Up Early

Waking up early doesn’t always mean setting your alarm for 5:00 in the morning. In this case, try setting an alarm to wake you up an hour earlier than usual. Take your unique circadian rhythm into account and plan that way.

If you wake up even an hour earlier than normal, you give yourself an extra hour in the day to complete tasks at home.