**5 Ways to be Productive at Work**

Depending on your type of work, you may be measured based on your productivity throughout the day. Whether that’s the case for you, or you just want some helpful tips for being more productive, we’ve compiled five helpful ways to be more productive in the workplace.

## 1. One Task at a Time

Although the concept of multi-tasking may seem like an effective way to get more done in a small amount of time, that isn’t the case for most people. If you really want to feel more accomplished, you should work on a task to completion before starting your next project.

Putting all of your attention to one task at a time also helps ensure the job is done thoroughly rather than rushed.

## 2. Delegate Tasks Where Needed

Another way to increase your productivity also involves knowing when to delegate certain tasks. If you have an important project due soon, outsourcing your smaller tasks to your partners or coworkers can help ensure you have plenty of time to work on the project.

Doing this also allows you to focus solely on tasks and assignments that are meant only for you rather than spending all of your time on work that other team members can accomplish.

## 3. Step Away When Necessary

Taking a break may seem counterproductive but it’s actually on the contrary. Workplace burnout is a real issue and that burnout stems from the lack of breaks in work. If you don’t take any time to recharge, your brain may feel like it’s running on E.

After all, when do you get more accomplished? Is it when you come into work refreshed and motivated or is it when you walk in on little sleep after an entire night of project preparation?

## 4. Schedule Your Day in Blocks

If you’re a planner, scheduling your day in blocks can help you split your day up in increments so you can focus on one topic at a time. For example, a person in marketing may split their eight hour workday into focusing on social media management, advertising work, writing up press releases, and project work.

Usually block scheduling involves setting up work time in 60-90 minute increments with a few breaks in between. Depending on the extent of your work, you may change up your schedule depending on the day.

## 5. Eliminate or Limit Distractions

Refrain from checking social media during designated work time and limit interaction with coworkers when you’re working on important projects.