**Top 5 Tips for Better Productivity**

In work and daily life, true productivity is a goal sought after by many. However, productivity, in general, is low across all career fields. If this sounds like you, consider these five tips for increasing productivity both during your workday and in your daily life.

## 1. Prioritize Each Task

By sorting through your daily tasks and placing them in order from most to least important, you can tackle your “must-dos” first. This way, you get the harder and more difficult tasks out of the way to allow more time to complete smaller, less significant tasks.

While those more important tasks can sometimes be time-consuming and require more mental or physical energy, completing them will feel far more rewarding than accomplishing a much smaller feat.

## 2. Set Short, Medium, and Long Term Goals

Setting tiered goals allows you to work toward a bigger picture while also accomplishing several smaller goals in the process. If you’re a rewards-driven individual, this tip will benefit you even more. When you can physically see the progress you’re making toward a bigger goal, you’re more likely to keep working at it until you finish.

For example, let’s say you work in advertising and you have the ultimate goal of being promoted to the next level. While your capstone goal may be to get promoted, a medium-sized goal could be to achieve the highest revenue earned in your department. Your smaller goals should then revolve around how to generate and build revenue within your department so you can achieve the medium goal.

In other words, your small goals should feed your medium goals. Then, your medium goals will feed into your long-term goal.

## 3. Give Yourself a Weekly Review

At the end of each work week, takes a few minutes to reflect on your progress of that week. Making this a part of your weekly routine will give you the chance to see the areas in which you excelled and any area that may need extra attention next week.

Making this a regular practice will also help you stay accountable for any goals you’re currently working toward.

## 4. Set Boundaries With Yourself and Others

If you consistently hang out around people who don’t lift you up or create a negative influence on your life, limiting your time with them is important. While you don’t necessarily need to completely cut them off, setting a firm boundary will prevent them from distracting you from important tasks you need to complete.

We often hear about the need to set boundaries with others in our life, but the same holds true in setting boundaries with yourself. If you’re struggling with productivity, assess the areas that need work and set rules to follow.

For example, if your first thought as soon as you get on your computer to work is to also log on to social media, you may want to set a limit. Social media is excellent at keeping up with friends and family but it can be counterproductive if you’re distracted instead of getting your work done.

## 5. Know When to Step Back

Although productivity generally goes hand in hand with hard work, sometimes productivity involves taking breaks. If you’re burnt out over something, you’re less likely to work quickly and efficiently. However, taking a break when you feel like you’ve hit a wall allows you to come back with fresh eyes and a renewed sense of determination.