**Why Productivity Should be Simple**

Productivity is commonly thought of as the act of getting as much done in as little time as possible. However, that isn’t necessarily the case. In fact, simplifying productivity can actually enhance your sense of accomplishment and ultimately finish what needs to be done. Taking on too many tasks in a certain amount of time can lead to serious overwhelm, which then allows burnout to set in.

Let’s explore a little more into why simple productivity is truly the way to go.

## More Isn’t Always Better

When you want to feel more productive, it’s easy to overload your to-do list with tasks to complete. However, overbooking your daily schedule is a one-way ticket to burnout city. On top of that, if you’re dedicating all of your time to perfecting certain tasks, the task may eventually become obsolete.

For example, spending an unnecessary amount of time on a product launch in hopes of perfecting the product gives competitors the upper hand as they make it to market before you.

## A Clean Workspace is a Focused Workspace

One of the most important aspects of simplified productivity is maintaining a clean and clutter-free workspace. When you work in a clean area free of “too much stuff,” you’re less likely to be distracted by the mountain of projects that would have piled up in your designated work area.

Keeping your task list down to a reasonable level helps you maintain the clutter in your work area and keeps you focused on one individual task at a time.

## Simplicity Breeds Quality

Adding too many tasks to your to-do list can lead to rush jobs in certain areas. However, paring the list down to the most important tasks means you can spend more time thoroughly completing them. This, in turn, allows you to turn out work of a much high quality than if you rushed.

## Simple Productivity Offers Work-Life Balance

Most importantly of all, simplifying your productivity allows you to maintain a healthier work-life balance. Your to-do list at work can be completed easily during the workday when it’s simplified as is the same with your to-do list at home. If you pare down the to-do lists in both aspects of life, you allow more room for doing things you actually enjoy.

This then helps maintain good mental health and keeps you from feeling burnt out in either aspect of your life.