

10 WAYS TO be Productive

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10 WAYS TO

POCKET READERS

10 WAYS TO - Series Overview

The 10 WAYS TO series provides advice, skills, and strategies to the readers for successfully negotiating different aspects of life. Each book suggests 10 clear, useful ways to the reader. The reader is encouraged to critically reflect on the reading material and their own lives in order to make any changes that would benefit them. The series includes the following.

- 10 ways to achieve work-life balance
- 10 ways to be more productive
- 10 ways to manage money
- 10 ways to be successful in love
- 10 ways to be assertive
- 10 ways to be smart online
- 10 ways to be environmentally friendly
- 10 ways to be healthy
- 10 ways to work in a team
- 10 ways to organize a trip

More titles will appear in the series at a later date.

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Introduction

We all have things we need to do for our jobs or for school. We may need to write reports. We may need to prepare presentations. We may need to research things. We may need time to plan, practice, and prepare things.

However, it is very easy for us to *procrastinate*. It is easy for us to *delay* or avoid doing our work. It is easy for us to waste time. We may wake early in the morning. And then, we decide to stay longer in bed. We go back to sleep. We may start playing games on our smartphones. And then, we decide to play for a longer time. We may switch on the TV to watch one TV program. And then, we decide to

watch TV all night. We may start our work. And then, five minutes later, we decide to go for a walk or decide to start cleaning the house.

Being *productive* means that we produce a lot. We get things done. We don't procrastinate. Being productive is about the best use of our time. We use our time well to do the things we need to do.

Now, stop and think for a moment about your life. Are you productive? Or, do you often procrastinate? Do you want to be more productive? Let's look at ten ways that you can do this:

1. Create your *workspace*

Think about where you do most of your work. Do you have your own workspace? Is your workspace a good place for working? Is it comfortable? Is it quiet? Is it a good place for *concentrating* on your work?

To be productive, it is a good idea to have a separate space for working and a separate space for relaxing. Your workspace could be a desk in your room. It could be a table in a study room. It could even be a table in a library or coffee shop. When you go to your workspace and sit down, you then know that it is time to work.

Your workspace should be a

comfortable place with a good chair. It should be a place where you can concentrate. It should be a place where other people will not talk to you in the middle of your work. Your workspace should be clean and *tidy*. This will help you concentrate. It will also be easy to find the things you need. Your workspace should also be quiet. However, some people like to work while listening to music. If so, choose music with no words. This will also help you concentrate better. Create or find a workspace that is the best for you and your productivity.

2. Set goals and times

Think about the work you need to do. To be more productive, set yourself goals every day. Start each day with a list. Make a list of the things you will work on. Make a list of the things you plan to finish that day. If you have a big *task* you need to do, separate it into smaller tasks. These tasks can then be done over a few days or weeks. Remember not to have too many things on your daily list. You want to be able to achieve your goals with the time you have available.

When working on your daily goals, set a timer. Choose a time you will work for. For example, this could be 25 minutes. Start the timer. Concentrate

on your work for 25 minutes. Then, take a 5-minute break. Set the timer for another 25 minutes. Start the timer again. Concentrate on your work for another 25 minutes. Take another 5-minute break. Keep doing this. After 2 hours of working, start to take longer breaks after each 25-minute period of concentration. By doing this, you should get lots of work done each day. Your productivity should increase.

Reflection Questions

1. Can you remember the 10 ways to be more productive? Test yourself. If you forget any, go back, and read them again.
2. Do you do any of the 10 ways to be more productive in your life? If so, which ones do you do?
3. How could you use any of the 10 ways to be more productive in your life?
4. What do you think you will do differently in your life after reading this book?
5. Can you think of other ways to be more productive?

Vocabulary in Context

1. Procrastinate

- We may **procrastinate** and not finish what we need to do.
- I **procrastinated** all day and did not start my homework.
- If you didn't **procrastinate**, you would have more time to work on your tasks.

2. Delay

- It is easy for us to **delay** doing our work.
- The train was **delayed** by 30 minutes, so I was late for work.
- After a short **delay**, the soccer game started again.

3. Productive

- Being **productive** means that we produce a lot. We get things done.
- Creating a good workspace will increase your **productivity**.
- I had a very **unproductive** day. I got nothing done.

Vocabulary List

Procrastinate:	(Verb) to delay or avoid doing something.
Delay:	(Verb and Noun) to put off doing something to a later date; the action of delaying.
Productive:	(Adjective) to do a lot of something; to get things done. Productivity (Noun) is how much or how quickly you can produce something.
Workspace:	(Noun) the place somebody works (e.g. a desk).
Concentrate:	(Verb) to have attention or focus on a particular task. Concentration (Noun) is the ability to concentrate on something.
Tidy:	(Adjective) to have things in order so you can find them easily (e.g. a tidy desk).
Task:	(Noun) work that needs to be done (e.g. a piece of homework).
Routine:	(Noun) the actions that somebody does regularly (e.g. a morning routine).
Natural:	(Adjective) an action that somebody can do without thinking too much about it (e.g. riding a bicycle becomes natural to us).
Refreshed:	(Adjective) to feel less tired and get your energy back. Refresh (Verb) is the action of doing something to get your energy back.