

SECRETS OF *productivity*

BREAK IT DOWN

Break your task into manageable bits per day. Create a to-do list and only complete the things on that list in the day.

NO MULTI-TASKING

Don't multi-task. It reduces your productivity and reduces your ability to do a good job. Concentrate on one task at a time.

SWITCH OFF

Turn off all notifications on your phone and computer and any other device. This will stop unnecessary distractions.

USE TECHNOLOGY

Your time is valuable and if there is a tool that will help you to save time, then you should be using it every day in your work and life.

PEOPLE

Surround yourself with people who have the same mindset as you and will not distract you as you try to complete your task.

IMMERSION

Immerse yourself in the task you're doing and learn as much as you can about the topic. Learn from any experts too.

SAY NO

Help other people after you have finished your own tasks. Feel free to say no if someone asks you to do something when you're busy.

TAKE CARE

You can only be truly productive if you are taking care of yourself. This includes eating healthily, exercising and keeping active.