



# PRODUCTIVITY HACKS



## Plan Ahead

Start off each week and day with a planner, making a list, or checking out your calendar. Prioritize your important tasks and note your biggest goals.



## Use a Focus Timer

The Focused Work app, among many others, helps you stay productive and avoid less effective multitasking using proven time management techniques.



## Clean Your Space

Staying organized improves efficiency and eliminates distractions. Establish a cleaning routine, not just for your physical workspace, but also for online files.



## Take Breaks

Give your eyes a break from the screen, get up and stretch, and reset your mind. Regular breaks are good for your body and your productivity.



## Set SMART Goals

Specific, Measurable, Achievable, Relevant, & Time-Bound. Determine specific and reasonable long-term goals, then break them down into daily chunks.



## Say "No"

Setting boundaries, limiting meetings, and delegating tasks are ways to streamline your productivity while focusing on what's most important.