

Productivity Tips



1. Set a timer
2. Use your computer hibernation feature
3. Go on an information diet
4. Learn to ignore
5. Improve your typing speed
6. Avoid distractions
7. Do important first
8. Treat time as money
9. Set auto pay on your bills
10. Do a bad first draft, you can't edit a blank page
11. Use direct deposit
12. Better done than perfect
13. Get delivery to save time
14. Step away from the computer
15. Organise your office
16. Eat healthy food
17. Eliminate distractions
18. Just read the parts that you need
19. Cook your meals in bulk
20. Set a daily routine
21. Take shorter showers
22. Shop online
23. Get rid of time wasters
24. Get rid of what you don't use
25. Use keyboard shortcuts
26. Ask "Am I using currently making the best possible use of my time?"
27. Focus on results-oriented activities
28. Find a mentor
29. Don't multitask
30. Use caller id to avoid unnecessary phone time
31. Create and use an ideas file / notebook
32. Check your attitude
33. Take a break
34. Learn to say "no"
35. Set some exciting goals
36. Some things don't need a response
37. Negotiate a daily deal with your local barista
38. Love what you do
39. Make meetings decisive
40. Turn off your TV
41. Just start
42. Complete the most dreaded tasks first thing in the morning
43. Learn to speed read
44. Take naps to re-energise
45. Plan out all your meals a week ahead and make your grocery list
46. Eliminate trivial decisions like what to wear
47. Get plenty of sleep
48. Listen to educational audio books
49. Decide the outcome before starting
50. Work from home
51. Start before you feel ready
52. Write out a To-Do list each day
53. Batch similar tasks
54. Notice which 20% of work gives 80% of results
55. Prioritise your tasks
56. Limit email replies
57. Tune out the negative news
58. Keep a notepad and pen handy at all times
59. Share your goals with others
60. Get up early
61. Reward yourself with healthy treats
62. Exercise
63. Stop for 5 minutes each day
64. Learn, not punish, from mistakes