



Productive Work Habits

Learn Now Guide



Learn on your own

- **Identify the aspects of productive habits that you need the most help with** by taking this [self-quiz](#). Use the suggested tips to help you improve your productivity.
- **Learn 4 simple ways to build awesome new work habits** by reading this [article](#). Try out one of the suggested methods for 30 days and start a new habit!
- **View quick tips on ways to build good work habits** for better time and productivity management by viewing this short [video](#).



Learn from others

- **Learn from the success of others.** Identify a co-worker or friend that demonstrates a high level of productivity. Ask them if you can spend some time with them to discuss and implement some of their techniques or best practices.
- **Talk to others to discover the ways they stay productive.** Read this [article](#) by Caroline Smith to learn her favorite ways to stay productive.
- **Learn techniques to find the most effective ways to become productive.** Read this [blog entry](#) about the techniques Chris Bailey implemented to become more productive. Take notes, and try some of these techniques for yourself.



Learn by doing

- **Use an [action program](#) to become exceptionally well organized.** Instead of using a to-do list, use the action program to successfully manage a number of projects. Learn how to create and use an action program [here](#).