PRODUCTIVE WORK HABITS

Do you struggle with finding ways to be more productive with your efforts? If so, you are not alone. Most people don’t know where to start or can’t seem to find their footing when they do. Failure to track and reflect on how you are spending your time is one of the biggest culprits. You may be really surprised by learning how much time you’re actually spending on things that aren’t really important. Working smarter, not harder is the answer. Here are some tips you can start using today that will help you in becoming more productive by making just a few easy changes.

Start implementing these and other strategies today and see your life transform:

- **Learn to single-task.** The human brain isn’t wired to multitask, and research proves it reduces productivity by up to 40%. Boost productivity by focusing on only one task at a time. Setting priorities will help with this.
- **Eliminate digital distractions.** The average worker spends 1/4 of their workday browsing the internet and social media for non-work related activities.
- **Create a not-to-do-list.** Yes, you read that correctly. If your activities are not contributing to your goals, they are contributing to poor productivity. Make a list of things you plan to stop doing or do differently in order to become more productive. Hold yourself accountable to that list.

**THIS WEEK’S CHALLENGE:**

Set a goal for yourself to be more productive in one area this week. Apply at least one of the tips in the article to help. Take notes for yourself on the changes you have made and self-reflect about how your productivity may have increased.

**KEEP ON LEARNING**

- Reserve your spot in the live session, **Productive Work Habits**, and learn what it means to be productive, become better organized, and more.
- Just need better time management? Join us for **Make the Most of Your Time** to learn time-saving techniques and break the barriers to managing time well.