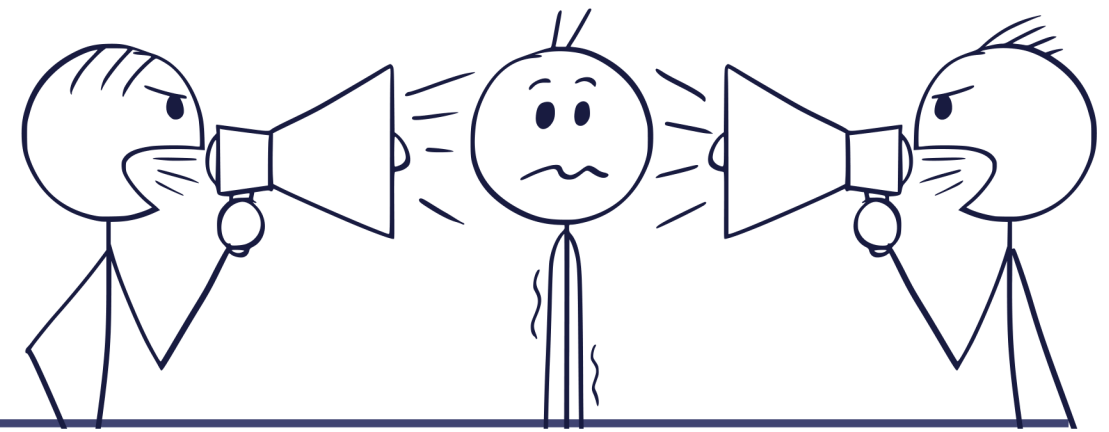


Productivity Tips:

Doing less to get more done.



Eliminate Distractions

Eliminating distractions is essential for maintaining focus and productivity

Create a Conducive Environment.
Choose a quiet, comfortable, and clutter-free area specifically for work. Help your brain associate this space with productivity and reduce the temptation to engage in non-work activities.

Organise Your Space.
Keep only the necessary tools and documents needed for current tasks within reach.

Regular Breaks.
Short, scheduled breaks throughout the day can prevent burnout and reduce the effectiveness of distractions. Use these breaks for physical activity, stretching, or a mental reset.

Mindfulness Practices.
Engage in mindfulness or meditation practices to improve your concentration and focus. Even a few minutes a day can enhance your ability to manage distractions and stay present with your work.

Use Technology Wisely.
Utilise apps and tools designed to block distracting websites and apps during work hours. Tailor these tools to block or limit distractions across your devices.

Control Notifications.
Turn off non-essential notifications on your phone, tablet, and computer. Check emails and messages at designated times rather than constantly throughout the day to maintain focus.

Communicate Your Schedule.
Share your work schedule with workmates, family, and friends to minimise interruptions. Let them know your focused work times and when you're available for breaks or casual interactions.



Pro Tip:

Use this to manage your energy levels and do the most energy demanding work at the time of your highest energy levels



Links:

Link this with Batching Tasks by tool or type to maximise the impact.
Add a Deep Work block to allow focus.