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PRODUCTIVITY TIPS

- PLAN THE EVENING BEFORE
- HAVE A WRITTEN TASK LIST
- BREAK PROJECTS DOWN INTO TASKS
- PRIORITIZE, PRIORITIZE, PRIORITIZE
- KNOW YOUR PEAK TIMES
- EAT THE FROG FIRST
- BATCH SIMILAR TASKS
- PUT TASKS IN YOUR CALENDAR
- TURN OFF NOTIFICATIONS
- GET A PRODUCTIVE ENVIRONMENT
- PUT ON YOUR HEADPHONES
- USE TEMPLATES
- MAKE BETTER USE OF YOUR BREAKS
- CHANGE YOUR SEAT
- USE THE POWER OF AUTOMATION
- STAY HEALTHY
- HAVE A GOOD MORNING ROUTINE
- JUST START
- LEAVE PERFECTIONISM BEHIND
- MAKE PROGRESS VISIBLE
- QUIT MULTITASKING
- TRACK & LIMIT TIME PER TASK
- USE THE TWO-MINUTE-RULE
- TAKE REGULAR BREAKS
- USE THE POMODORO TECHNIQUE
- CHECK EMAILS ONLY AFTER LUNCH
- SAY NO
- WRITE IDEAS DOWN FOR LATER



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Victor M. Corman



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