



6 ways to boost productivity

When you feel productive, getting tasks done can seem effortless. But, productivity often doesn't happen on its own. Boost productivity and crush your to-do list.



CUT OUT DISTRACTIONS

Silence your phone and turn off email notifications. Give yourself 15 to 30 minutes of uninterrupted work at a time. Check your phone or take a stretch break every time you finish a work block.

WRITE GOALS DOWN

Take a moment in the morning to write a clear to-do list. Focus on the things you must get done, not wishful thinking. A clear goal is more likely to be achieved.

BREAK TASKS UP

Instead of trying to tackle the whole project at once, break it up into smaller tasks. Each piece should feel manageable, making the entire project easier to achieve from start to finish.

COLLABORATE

Team meetings may seem like a time-waster, but in reality, collaborating with others boosts productivity. Regular check-ins keep everyone on track and hold you accountable for getting positive results.

TAKE A BREAK

Working pedal to the metal is a recipe for burnout. Regular breaks refresh and energize you making you more productive in the long run. A 10-minute break every hour is a reasonable goal.

MOVE MORE

Physical activity during the workday can make you more productive. Movement increases alertness and energy. Try a standing desk, stretching, or walking breaks to get the blood flowing.