

# HOW TO BE **PRODUCTIVE**

## Too much to do? Looming deadlines?

Productivity is all about efficiency – doing more, faster and with less. And with increasing demands from today’s anytime, anywhere workplace, productivity has never been more important. To get the most out of your day, try employing these **15 PRODUCTIVITY TIPS** into your workday.



## **FOCUS**

**1**



Silence your phone

**2**



Clean your desk

**3**



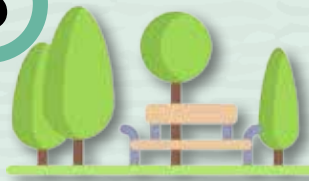
Take regular breaks

**4**



Avoid multitasking

**5**



Go for a walk

## **BE EFFICIENT**

**1**



Keep meetings short

**2**



Automate tedious tasks

**3**



Track where your time goes

**4**



Tame your email

**5**



Delegate

## **GET MOTIVATED**

**1**



If it takes less than 2 minutes, do it now

**2**



Celebrate small wins, reward yourself

**3**



Break big tasks into smaller more manageable pieces

**4**



Keep a "To Do" list

**5**



Get plenty of sleep, exercise, & healthy food