28 Productivity Tips

Learn how to increase productivity to reach your goals time management tips Need some productivity tips? Check out this list of 28 productivity tips that will help you increase your productivity!

- [ ] 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
- [ ] 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 6 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