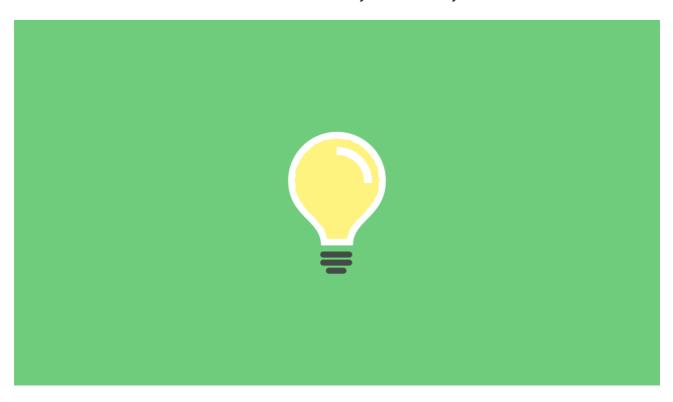
## **Top Ten Productivity Tips**

Do you wonder how to be more productive in life or at work? Here are the top ten productivity tips and tricks to maximize your time today.



| Create a Daily Must-Do List           |
|---------------------------------------|
| Start Time Blocking & Task Batching   |
| Set Goals & Sort Out Your Priorities  |
| Use Productivity Tools & Apps         |
| Automate Every Task That You Can      |
| Outsource All That You Can            |
| Create a System for Staying Organized |
| Turn Off Notifications                |
| Develop an Evening Routine            |
| Make Time for Daily Down Time         |