19 Productivity Hacks For Crushing Your Goals

Looking for effective ways to get more things done each day? Here are 19 simple productivity hacks to help you crush your goals.



- [ ] Turn off notifications on your phone and computer
- [ ] Filter your social media feeds
- [ ] Check your emails less throughout the day
- [ ] Batch similar tasks together
- [ ] Wakeup earlier (even 15 - 30 mins makes a difference!)
- [ ] Get in a proper 8 hours Of sleep
- [ ] Do the 'hardest' task of the day first
- [ ] Make your phone inaccessible while you work
- [ ] Dedicate 1 day a week to boring or admin tasks
- [ ] Have a planner or schedule for your tasks
- [ ] Don't approach your first attempt as the “final product”
- [ ] Avoid multitasking
- [ ] Take short. frequent breaks in-between tasks
- [ ] use the timer method to get more done in a shorter timeframe
- [ ] Seek help when you need it. Don't try to be an expert at everything.
- [ ] Prepare things the night before
- [ ] utilise down time to get small things done

- [ ] use the right music to boost your creativity and productivity
- [ ] Remind yourself that “time is money”

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