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"