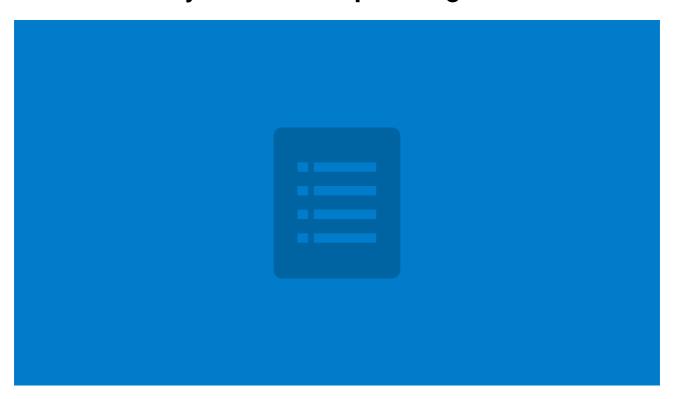
20 Productivity Hacks To Supercharge Your Workflow



Complete smaller tasks first.
Prioritize your to-do list using numbers.
Finish each task completely before moving on to the next
Use a mouse instead of a trackpad.
Consume caffeine strategically. (Don't overdo it!)
Mute your phone notifications when you're working.
Know when to say no.
Utilize time blocking.
Batch similar tasks together.