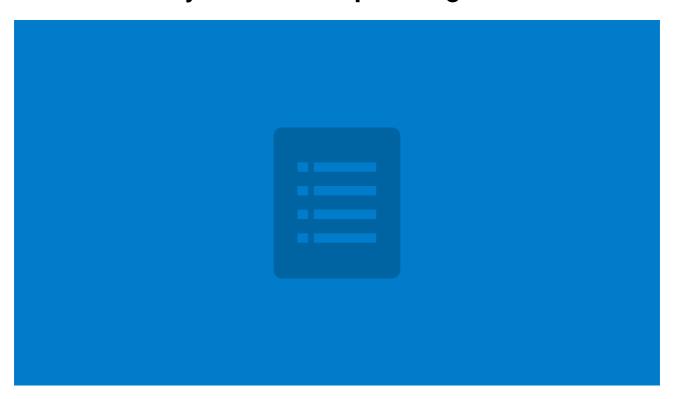# 20 Productivity Hacks To Supercharge Your Workflow

- [ ] 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.