4 Weeks to a More Productive You

Productivity tips for more efficient work and less wasted time. Tips to become efficient and hard working



1. FOLLOW THE 2 MINUTE RULE 2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES® THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
2. TAKE REGULAR BREAKS 3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS					
3. CREATE DEADLINES 4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	1. FOLLOW THE 2 MINUTE RULE				
4. TRACK TIME SPENT ON TASKS 5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	2. TAKE REGULAR BREAKS				
5. HAVE A POSITIVE MINDSET 6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	3. CREATE DEADLINES				
6. QUIT MULTITASKING 7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	4. TRACK TIME SPENT ON TASKS				
7. GIVE UP ON PERFECTION 8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	5. HAVE A POSITIVE MINDSET				
8. TURN OFF NOTIFICATIONS 9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	6. QUIT MULTITASKING				
9. TAKE EXCERCISE BREAKS 10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	7. GIVE UP ON PERFECTION				
10. CREATE A NICE WORK AREA 11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	8. TURN OFF NOTIFICATIONS				
11. WORK IN 90 MINUTE INTERVALS 12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	9. TAKE EXCERCISE BREAKS				
12. MINIMIZE DISTRACTIONS 13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	10. CREATE A NICE WORK AREA				
13. DON'T OVERESTIMATE 14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	11. WORK IN 90 MINUTE INTERVALS				
14. RESERVE 30 MINUTES@ THE END OF THE DAY 15. DELEGATE 16. BREAK UP LARGE TASKS	12. MINIMIZE DISTRACTIONS				
15. DELEGATE 16. BREAK UP LARGE TASKS	13. DON'T OVERESTIMATE				
16. BREAK UP LARGE TASKS	14. RESERVE 30 MINUTES@ THE END OF T	HE DAY			
	15. DELEGATE				
17. BE PRESENT	16. BREAK UP LARGE TASKS				
	17. BE PRESENT				

18. ALWAYS HAVE BACKUP TASKS	
19. TAKE ADVANTAGE OF COMMUTE TIME	
20. JUST SAY NO	Make and Share Free Checklists
	checkli.com