

# 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 EXERCISE 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
- ☐ 17. BE PRESENT

- ☐ 18. ALWAYS HAVE BACKUP TASKS
- ☐ 19. TAKE ADVANTAGE OF COMMUTE TIME
- ☐ 20. JUST SAY NO

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