

24 Ways to Become Highly Productive

1. Get up an hour earlier.
2. Use Sunday evening for planning the week.
3. Say no. Ignore. Focus only on the thing you're looking to achieve.
4. Keep things tidy – spend less time cleaning.
5. Turn off your phone.
6. Create a daily to-do list and only put three things on it to accomplish for that day.
7. Plan your day according to the most important, biggest task, not the smallest and easiest.
8. Avoid meetings – but if mandatory, keep a specific outcome in mind.
9. Know what the next step is at the end of every conversation.
10. Plan out blocks of time where you can't use social media.
11. Set a timer to go off at 30 minute intervals to focus on activity and take a short 1 minute break to refocus.
12. After working for two hours, take a proper break for 10-20 minutes and dance to your favorite song, do some pushups, or get out into the fresh air.
13. Ask yourself, "Is what I'm doing right now getting me closer to what I want to achieve?"
14. Know what you're looking to achieve – what does finished look like?
15. Play motivating, upbeat music while working to keep your energy levels high.
16. Keep an idea book to dump your distractions in, and come back to them a week later.
17. Keep a journal of what you have achieved!
18. Decide what's important and what's not.
19. Stop procrastinating and just do it!
20. Throw out the TV – or start watching it less.
21. Turn off the internet or the data to your phone.
22. Get help on small tasks that may take up too much of your time.
23. Don't say, "I should," say, "I will."
24. Don't answer the phone if you are busy – if it's important, they will leave a message.

Adapted from: <https://www.forbes.com/sites/work-in-progress/2012/10/14/24-ways-to-be-uncommonly-productive-today/#63665240253e>