

Productivity Hacks

Be Present

You only have the now, so instead of procrastinating and pushing tasks in front of you, know that tomorrow is not promised. The only time you really have is this moment.

Prepare Your To-Do List

Right down all the tasks and appointments that are due the next day, the evening before. That way you know exactly what you need to do the morning after. No room for excuses!

Have a clear and clean working space

I don't know about you, but I need a clear office space to work the most efficiently. So, reserve a special place in your home without any distractions that is devoted to your work and work only.

Write down everything that distracts you or is in the back of your mind disturbing you

Before you start tackling your to-do list write down all the little to-dos and thoughts that are bugging you in the back of your mind. Getting them out of your mind and on paper helps you focus better on current more important tasks.

Meetings Are for The Morning

Schedule meetings and appointments early in the day. Often, time leading up to an event is wasted due excitement.

Efficiency Over Productivity

The key is to work through your to-do list as fast and meticulous as possible. Don't work sloppy but fast or exact but slow. Find your happy medium. If there is a way to do something faster and get a better outcome, then do it that way. Don't work hard, work smart.

Keep your phone out of sight

Having your phone in mere eyesight might seduce you into checking your texts, Facebook or Emails. Keep your phone out of sight AND on flight mode/turned off.

Schedule Important Tasks When Your Most Focused

For example, I know I am the most efficient in the morning so I work out, clean, work on my blog etc. in the morning. If you know you're more productive and focused in the early evening, carry out all important tasks then.

Keep the Same Context

Try to do similar things in a day that way your brain doesn't have to switch back and forth to different regions in your brain. Also, it may help you keep your flow since you are doing similar things and don't have to start fresh.

Time blocking

This point goes with the one mentioned above. Try to schedule similar to-do's together. So, for example, writing blog articles, writing an essay and writing emails would be scheduled back to back because they all involve writing.

No Multitasking

Focus on one thing and one thing only. This means don't write emails, watch a tv-series in the back and cook at the same time, that's insane. Concentrate on the one thing you are doing at the moment and complete the task before you move on to another.

Complete Most Tedious or Challenging Tasks First

If there is something you don't want to do at all but it must be done, do it before you do anything else. Believe me, once you have completed that one tedious task, you will feel a huge weight coming off your shoulders. If you don't, you might procrastinate doing that one tedious task and you end up doing nothing at all that day. So, if you procrastinate, procrastinate with other (not important) things on your to-do list 😊.

Work At Least 5 min On It

This point goes hand in hand with the point above. If you really don't want to work on a task, try to bring yourself around to work on it for at least 5 min. Most times you will find yourself completing the task or at least working on it for more than 5 min.

Get Small Tasks Out Of The Way Fast

If you know you have tiny to-dos', try to get them out of the way fast so you can fully focus on big tasks.

Set Timers for Each Task

I have never tried the Pomodoro method, so you will have to do your research on that one for yourself. What I can vouch for, however, is setting a timer for certain tasks. So, for example, if you have to write an essay try and give yourself, say 2 hours to complete it. After these 2 hours, you need to be done. This method makes you work more efficiently and less sleazy.

Set A Deadline

Just like the point mentioned above, set deadlines for your tasks so you don't work on one task the whole day and neglect all other tasks.

Stay Hydrated

Being dehydrated will make you feel tired and work sloppy. Always keep a bottle of water around to sip from throughout work.

Have Breaks

You need to take breaks in between tasks to re-energize. Stand up and stretch, walk your dog or lay down to get your energy back. Just don't overdo it.

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