
Make Your Day More Productive With These 7 simple ideas

These simple ideas can lead to higher levels of productivity

Being more productive means getting more out of the limited time we have available.

There are fixed number of hours in a day. How much ever productive you might already be, chances are you can enhance your productivity even more. Being more productive simply mean you can have more time available for life's more enjoyable activities.

1

Use a timer: Estimate the amount of time needed for a task, set a timer and only then start the task. Using a timer has multiple benefits:

- a. It provides a finite time to complete the task and most importantly you don't to keep looking at the watch.
- b. You greatly reduce the chance to allow any distractions to creep in. Even if there are any distractions you can pick them up only after the timer rings.

A timer is a simple tool for focusing your attention on the task at hand. Experience it by trying it and you'll be surprised how much it helps. A timer can be especially effective for those that grapple with attention and focus challenges.

2

Avoid perfection: We are often guilty of giving all tasks the same intensity and focus. Think of it, if you are using snail mail, would you spend a lot of time to get a postage stamp perfectly aligned in the corner of an envelope? As long as it's somewhere in the top right corner, the letter will get to the proper destination.

It's likely you're giving some tasks too much time and attention. Ask yourself, do all tasks deserve so much attention and avoid spending time where it isn't necessary.

3

Make a to-do list and prioritise: A to-do list helps you get a perspective of what needs to get done. It would work better though if you can prioritise. Often times, 2-3 most important tasks are usually more important than the other items on the list combined. Be realistic when you make the list.

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- 4 Create your to do list the day before:** Making your to do list at the close of previous day allows you to wake up with an idea of what's to be done. You can jump start your mind is already prepared for the tasks at hand.
- 5 Be old school:** Using a pen and paper is more sometimes faster than using a smartphone. Also, striking off with a pen when a task is done, gives a unique joy, that smartphones cannot mimic.

Use technology if you are more comfortable with it, after all use what works for you best.

- 6 Regulate the usage of e-mail and other distracting apps:** Internet most often leads us down a rabbit hole, a quick look at Facebook can turn into 20-30mins which you can never get back. Instead schedule short breaks as rewards after completing task to indulge in this distractions.(Set a timer for it too)
- 7 Do only one task at a time:** Multitasking is a myth, research has shown that it's much more effective to focus on one task at a time. Complete one task only then move to the next.

BONUS: *Guess what effective use of your time to enhance your performance at work, can also actually increase your relaxation(ME) time. It isn't rocket science, simple ideas can have significant results.*

Remember to try out different options until you find the strategies that are most effective for you, customise it you your liking.