

# Productivity Tips: How to make the most of your workday



## Set times for emails and messages.

Unless urgent, most work notifications and communication can wait. Set aside specific times to check and reply to emails and messages.



## Finish the most frustrating first

Complete the least favoured task first. Getting it out of the way will let you relax and ensure that it does not linger on your mind and take up precious mental space.



## Prioritise tasks

Create a schedule and work on ticking off the top priority tasks first. Focusing on the most urgent projects will help you stick to deadlines better.



## Work in intervals

Set a timer for each task and commit to stay focused. Allow yourself a minute of distraction in between and get back to your assignment.



## Keep meetings short

Always plan ahead for your meetings. Set an agenda and stick to the points to be discussed and make sure have a time limit.



## Get moving

Sitting for long impacts productivity. If you find yourself losing attention, walk around for a minute to re-stimulate your brain and regain focus.



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