

# 5 TIPS TO BE MORE PRODUCTIVE



## PLAN AHEAD

Spend some time the day before planning for the next day's tasks. This helps to give you clear direction.



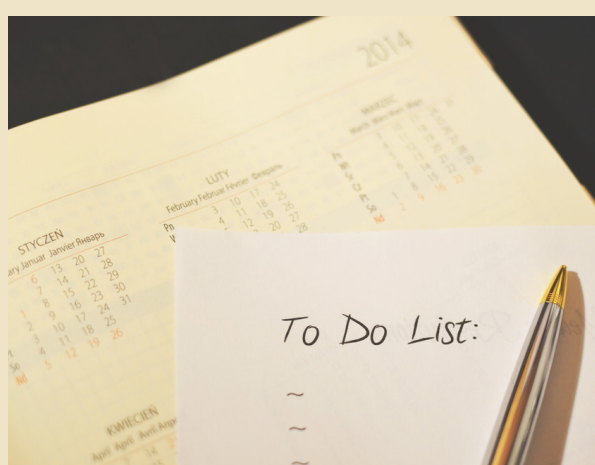
## WORST FIRST

Attack your worst task first. This will provide great momentum and motivation to conquer your other tasks.



## CLUTTER-FREE WORKSHOP

Make sure your workplace is clutter free. An organised space helps you do your best work.



## BATCHING

Complete similar tasks in batches. This reduces time wasted switching between different tasks.



## TURN OFF NOTIFICATIONS

To avoid interruptions in your workflow, turn off all your social media, inbox and phone notifications.