

# 5 TIPS TO IMPROVE

## PRODUCTIVITY



### TIP 1: PLAN YOUR DAY

- ✓ Write down your tasks for the day in order of priority.

### TIP 2: TAKE SHORT BREAKS

- ✓ Take 5–10 minute breaks every hour to refresh your mind.



### TIP 3: LIMIT DISTRACTIONS

- ✓ Turn off social media notifications while working or studying.

### TIP 4: FOCUS ON IMPORTANT TASKS FIRST

- ✓ Start with tasks that matter the most before doing small, easy tasks.



### TIP 5: REVIEW YOUR PROGRESS

- ✓ Check what you accomplished at the end of the day and adjust tomorrow's plan.