## 5 Ways To Be More Productive

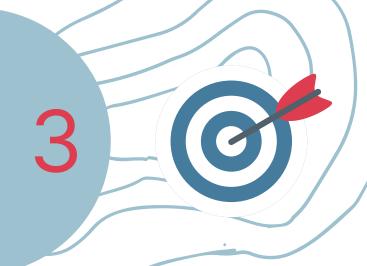
Set a timer for 5 minutes and start a task. Knowing you can stop in 5 minutes makes it easier to start and you may just keep going and complete the task.





Plan the next day before you go to bed. Having your plan in place allows you to get a quick start on your morning routine.

Set attainable goals. Break larger goals into smaller pieces so you can hit your target each time.





Get lots of rest and take breaks.
You are more creative and
productive if we get enough rest
and take small breaks throughout
the day.

Invest your time in training.
There are hundreds of training videos online, and many of them are available for free. The more you learn, the more productive you will become.

