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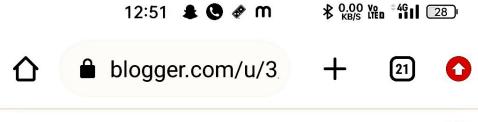
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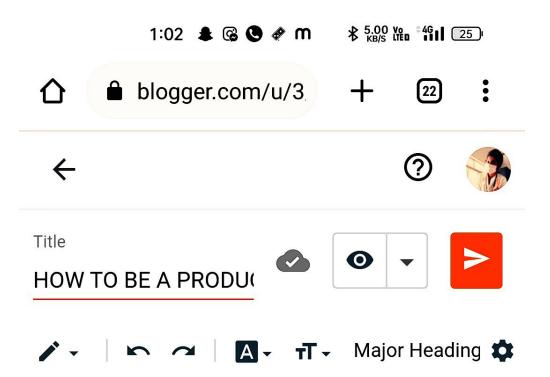
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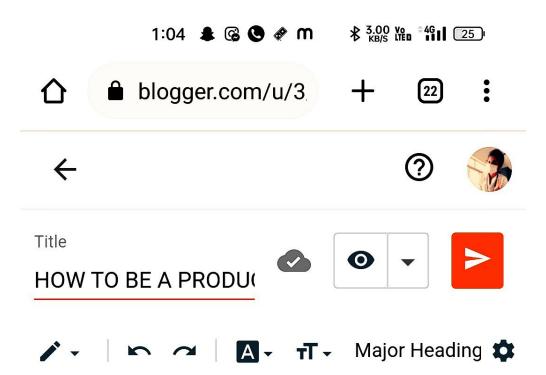Terms of Service apply.

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Title

HOW TO BE A PRODUC

Major Heading

Productivity is a term often used in the business environment, although it can actually apply to all areas of life. In a business context, productivity can be measured by the number of sales calls made or the performance of a production line. In an academic setting, productivity can be measured by the number of questions answered or words written.

Time management is a series of skills and tools that support the efficient use of a person's time. Productivity is about the results that are achieved over a period of time. Sometimes the most productive results don't come from effectively managing your to-do list - productivity is more concerned with the outcome.

Tips to be productive

Title

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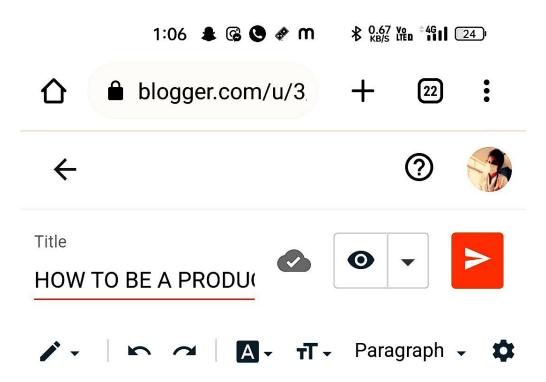
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new task.

Often, once the five minutes are finished, the motivation to continue remains. Even if you move on to another productive task, the small jobs completed within the five minutes still represent an important contribution to your overall output. As ever, it is these small tasks that we put off the most.

5. Time blocking

Using time blocks is an established and well-known productivity strategy. By creating time block frames in your workday schedule, you make the conscious decision to dedicate a 'block' of time to a certain task.

Time blocks are usually divided into 60 or 90-minute sections. You may like to print the schedule out or colour code your tasks, as one of the benefits of time blocking is that once completed, it creates a visual guide for your workday.

HOW TO BE A PRODUCTIVE PERSON

October 22, 2023

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Tips for improving productivity :

1.Stop multitasking

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1.Stop multitasking

It's often tempting to try and multitask, juggling numerous workday tasks at any one time. While this may feel productive, it rarely produces the best results. By focusing on just one task at a time, you will complete it to a higher standard and in less time, enabling you to move seamlessly on to the next task.

2. Set small goals

Large tasks or projects can feel intimidating and we often overestimate how long they will take to complete. You can create forward momentum by breaking tasks down into manageable, bite-sized milestones, which build until your project is complete. For example, clearing your inbox by answering four emails at a time throughout the day.

3. Take a break

It may seem strange to suggest taking breaks when talking about being productive at work, but regular

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It may seem strange to suggest taking breaks when talking about being productive at work, but regular breaks actually help decrease stress and increase productivity. Monash University's course, Mindfulness for Wellbeing and Peak Performance, discusses how to improve performance by reducing stress in the workplace.

Many workplaces ensure employees take regular breaks. However, if you work from home or in an office that doesn't monitor your activity, consider scheduling frequent short breaks of 10/15 minutes. Use this time to step away from your work, enabling your mind to have a rest and return with renewed motivation and potentially new ideas.

4. The five-minute rule

If procrastination is a big challenge for you, try the five-minute rule. By promising yourself that you will spend just five minutes on an outstanding task, you eliminate many of the excuses that stop you from starting. Almost anyone can dedicate just five minutes to writing an email, researching a topic, completing some filing or outlining a new task.

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