

# 5 Quick Ways to Boost Your Productivity as a Freelancer

Simple tips to save time, reduce distractions, and get more done.

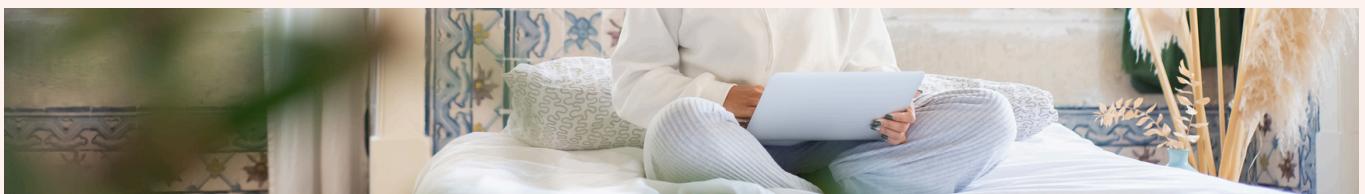
---

BY TIGIST B.



## Tip 1: Use Time Blocks

- Schedule focused work sessions for specific tasks.
- Example: 90-minute deep work session followed by a 15-minute break.
- Helps maintain focus and avoid multitasking.



---



## Tip 2: Prioritize Your Tasks

- **Identify your Most Important Tasks (MITs) each day.**
- **Complete high-impact tasks first before smaller tasks.**
- **Avoid spending time on low-priority activities.**



---



## Tip 3: Minimize Distractions

- Turn off phone notifications or enable “Do Not Disturb” mode.
- Create a dedicated workspace for uninterrupted focus.
- Use browser extensions to block distracting websites.



---



## Tip 4: Use Productivity Tools

- Tools like Trello, Notion, Asana, or Todoist can organize your work.
- Track deadlines, projects, and progress in one place.
- Automate repetitive tasks to save time.



---



## Tip 5: Take Regular Breaks

- Take short breaks every 60–90 minutes to maintain energy.
- Use the Pomodoro Method (25 min work + 5 min break).
- Helps prevent burnout and improves focus.



---

# Thank You

Want more productivity tips?

Follow me on



[www.linkedin.com/in/tigist-worku](https://www.linkedin.com/in/tigist-worku)



---