**[What are some uncommon ways to work smarter instead of harder?](https://www.quora.com/What-are-some-uncommon-ways-to-work-smarter-instead-of-harder" \t "_blank)**

here some way to work smarter

1. Always Sleep around 8-9 hours
2. Use your left hand while brushing, it ignites the imaginative part of you
3. Use google calender to notify your essential events
4. Always use [wallhaven.cc](http://wallhaven.cc/) for best hd wallpaer, don't waste your time refering to others.
5. Prepare to-do list everyday
6. Have constructive debate with your friends
7. Stop boasting, do more than you say, well done is better than well said
8. Don't see, OBSERVE
9. Don't hear, LISTEN
10. If you want to prepare a presentation, use 10, 20, 30 technique. (10 slides, 20 mins, 30 font size)
11. Give first priority to your most recent task
12. Use Evernote
13. Use pocket app, it marks all your reading article.
14. Learn five english word every day
15. Schedule your task
16. Don't you think you don't have time so try to workout
17. Prepare timetable during exam time
18. Set deadline for every work
19. Think before speak, always connect your tongue to your brain
20. Prepare a small plan before executing
21. If you are in engineering and visioner, use DE(Design Engineering) technique it will definitely improve your skill(imagination)
22. Use chrome extension like True key given by intel which would help you to remember password
23. at last, **stay calm and keep warm**