



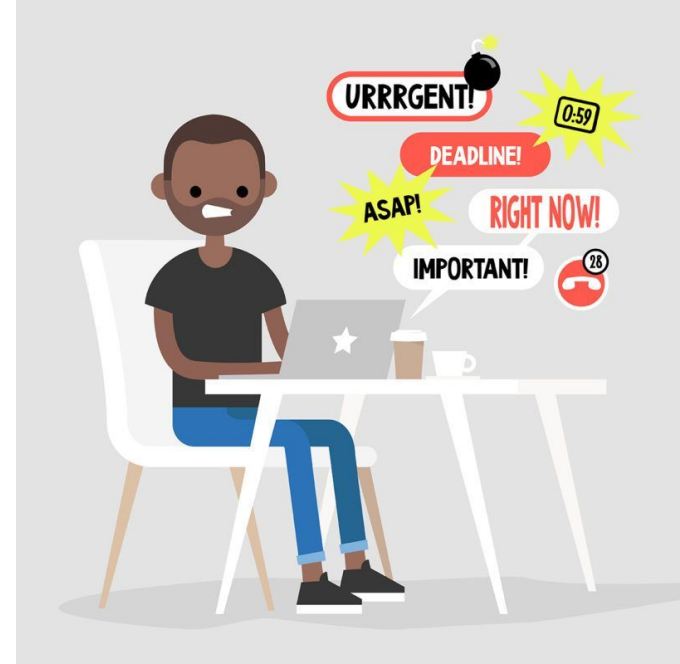
Maintaining Productivity

Objectives

1. Identify three common productivity killers
2. Identify five ways to maintain productivity while working or studying from home

Productivity Killers

1. Procrastination
2. Distractors
3. Disorganisation

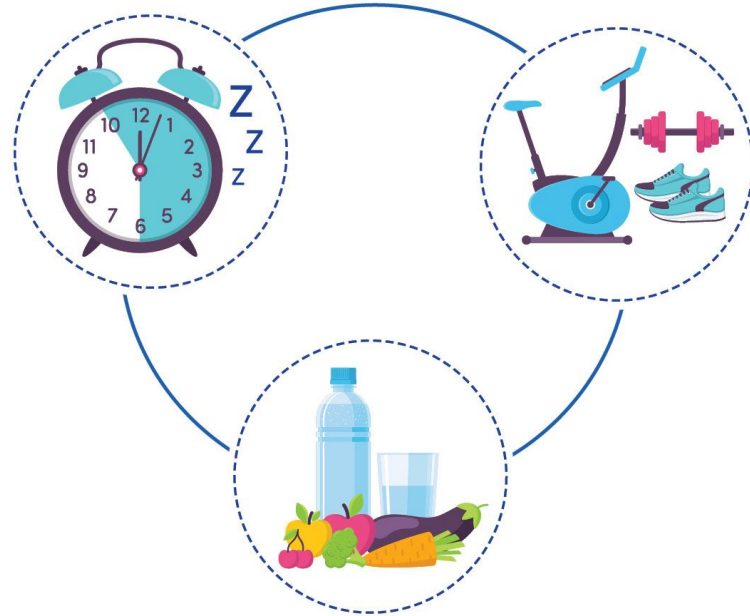


5 Ways to be Productive

1. Maintain your baseline functions
2. Develop structure and routines
3. Schedule the key activities/goals
4. Reduce multitasking
5. Take regular breaks

Maintain your Baseline Function

- Maintain a balanced diet
- Exercise regularly
- Get enough sleep



Develop Structure and Routines

- Get dressed
- Determine your start and end times
- Designate a specific work area
- Keep your work area decluttered and organised
- Check and respond to emails/messages at set times



(Mishaal, 2020)

Schedule Key Activities/Goals

- Make a to-do list
- Identify and do the most important ones first
- Break tasks down and set a time to do them
- Schedule meetings for afternoons



Eat the Frog First



Reduce Multitasking

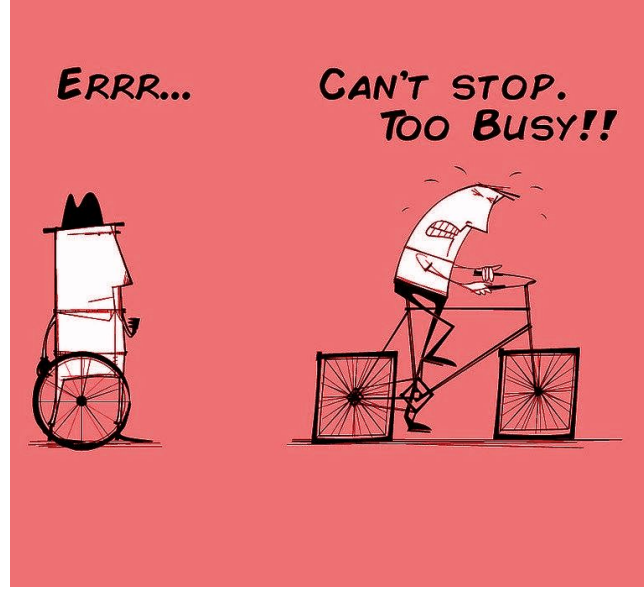
- Decreases productivity
- Reduces concentration
- Increases stress



APA, (2016), Blaszcak-Boxe, (2017)

Take Regular Breaks

- Take a walk or exercise
- Get creative
- Change your environment
- Practice deep breathing



Selig (2017)

Take Away

Reflect: What can you
implement or change
now?

Which one tip do you
think will make the
biggest impact on
your productivity?

OR

Which one is the
easiest to implement?

Thanks for listening!

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Video Reference

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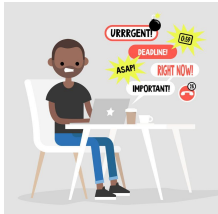
Image References



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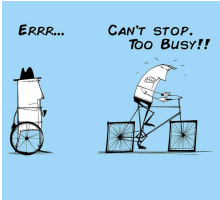
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Image References



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