A Short Guide To Productivity

By The American Institute of Health Care Professionals, Inc.

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The Key To Productivity Is Time Management

One of the most popular excuses people use is, "I wish there was more time in the day." While our days are filled with responsibilities and obligations, we have to make time for self-development. If not, we'll never meet our goals.

Think of it this way. Let's say you have a goal of losing weight. If you spend your entire day sedentary without going to the gym, do you think you'll meet that goal? Perhaps you blame your lack of motivation on your schedule or obligations.

How do you think you'd fare if you woke up 30 minutes earlier every day and dedicated that time to workout out? Pushing yourself to make the most of the time you have could be the difference between meeting your goals and complete failure.

Productivity means….

"the effectiveness of productive effort, especially in industry, as measured in terms of the rate of output per unit of input."

Do you feel that your days are productive? Or do you struggle with getting things done. The lack of productivity is not only relevant to your work days, your personal life can also suffer form a lack of productivity. This can mean unnecessary frustration and can cause undue emotional and psychological turmoil. The answer or at least one of the answers to better productivity is time management.

Time management is truly one of the cornerstones of productivity. If you aren't dedicating time to perfecting your craft or reaching your goals, the likelihood that you'll reach them is low.

Because of this, it's vital to implement time management skills into your daily routine to reach your goals. Let's consider how.

1. Plan Your Days

In the morning or even the night before, plan how much time you'll designate to a specific task. Then, make sure to follow it. Block out enough time that allows you to thoroughly get your tasks done.

2. Avoid Distractions

Social media can be a major distraction that keeps us from doing what we need to do. We may blame our lack of productivity on not having enough time in the day. However, analyze how you're spending that time.

If you notice yourself passing the time on social media or chatting with friends, it's time to make a change. Swap out your social media time with trying to meet your goal.

For example, if you want to learn a new language but you claim to not have time, use your small breaks wisely. Use those small moments in-between obligations to meet your goals. Research a few words here and there. Sooner or later, you'll make progress. Make time for the things you want to do.

3. Use Your Time Wisely

This piggybacks the second tip of making time for your goals. Each goal should have a healthy sense of urgency. Meaning, you should do all you can to get it done.

If you know you have an important task due or you want to work on your goals, give yourself a "deadline." Tell yourself you have to accomplish this task by a specific time. By giving yourself a sense of urgency, you're holding yourself accountable. This increases your likelihood of getting the task done.

Set alarms, set milestones, or even reward yourself when you actually meet your goals. This will keep you motivated and instill a sense of self-confidence.

In order to live a productive life, you have to manage your time wisely. Doing so takes dedication, persistence, and practice. However, you have control over your actions. Control your behavior to align with your goals and you'll notice your productivity increase.

Morning Routines for Better Productivity

The expression, "The early bird gets the worm" is widely used to increase productivity and get people motivated. While there are a number of benefits to waking up earlier, the act itself seems quite daunting. Leaving the comfort of your warm bed to take on the world is something we all dread. However, as much as waking up early hurts, it's undeniably the best way to increase your productivity and get things done.

It takes roughly 30 days to turn a goal into a lifelong habit. If you're trying to re-shift your sleeping schedule to make you a morning person, it's best to develop a personal routine. Let's consider a few helpful tips and tricks that'll make this process easier.

Go to Bed Earlier

If you want to wake up earlier and take on the day, you have to give yourself an ample amount of time to sleep. This way, you have the energy needed to accomplish your daily tasks. Try setting a goal to go to be one hour earlier than your usual bedtime each night.

Avoid the Beloved Snooze Button

We all love that extra five minutes we get from hitting the snooze button. However, instead of making you feel refreshed, those additional few minutes are actually preventing you from being productive.

Hitting snooze confuses your body. As difficult as it may sound, forego your snooze button and wake up as soon as you hear your alarm. Those first five minutes may be challenging. However, after you begin to stir around, you'll feel more awake.

Don't Check Your Phone

Checking your phone as soon as you wake up is not only bad for your eyes, it's distracting. You may think your social media feed is the key to waking up. However, it's quite counterproductive. Instead of focusing on your day at hand, you're now consumed in the lives of others.

Instead of reaching for your phone, engage in a quick morning stretch. This will awaken your mind and body without startling it.

Feed Your Brain

You've been asleep for roughly six to eight hours. Your body is no doubt dehydrated and craving some nutrients. To help you wake up, drink a full glass of water. This works wonders for your metabolism and even wakes up your brain!

After you've given your body some care, indulge in that much-needed caffeine source. This will get you going and motivated to start your day.

Waking up earlier gives you an opportunity to take care of additional responsibilities and prepare for an unforeseen occurrence. You won't succumb to the stress of rushing around and scrambling.

Becoming a morning person overnight is impossible. You have to make small, constant changes to really shift your lifestyle. Incorporate these tips into your daily routine and document how productive you are throughout the day. This will give you the motivation you need to continue on this path. Soon, you'll be the productive morning person you always wanted to be!

How Poor Sleep Kills Your Productivity And Mental Focus

There are many things that can affect your productivity and mental focus in your daily life. From all the distractions we have at our fingertips to the junk we put into our bodies, a lot of things are working against us and our ability to get things done.

In this article, we're going to explore how sleep deprivation can kill your productivity and mental focus, making it seem impossible to get the things done that you need to get done.

Lack of Focus

When you get poor sleep regularly, you tend to experience a lack of focus. Being tired makes you vulnerable to distractions because your brain has already used up so much energy just trying to keep you awake.

When you're tired, your brain is more easily satisfied by getting a task partially completed because it struggled so much to do them at all. Your brain, craving a break from being overly exerted on a limited energy supply, jumps at every distraction that comes its way in the hopes of getting some much-needed rest.

More Prone to Error

The less sleep you get at night, the more prone to errors you will be the next day. The mental fog created by your lack of sleep gives you slower reaction time and weakens your memory.

This can cause you to miss deadlines, forget steps, forget tasks, etc., making your productivity even worse. You'll be wishing you had taken the time to go to bed earlier when it takes you twice as long to fix all your mistakes.

Bad at Making Decisions

The lack of sleep you're trying to operate on makes it more difficult to make decisions in the workplace, let alone well thought out and intentional decisions. This can cause you to struggle to come to a decision at all, but more importantly, it can cause you to come to a wrong decision.

In order to come to a decision, your brain has to be able to gather all the information, process it, and analyze it in order to choose which is best informedly. Your sleep-deprived brain doesn't have enough energy to handle all that, so it struggles to come to a conclusive decision.

This hurts your productivity because it causes you to spend far too much time and energy trying to come to a decision or too much time rectifying a bad decision.

More Vulnerable to Illness

Trying to push through your day on little sleep makes you more susceptible to illnesses. If you get sick, your productivity will plummet and you may even have to miss work entirely, causing you to fall even further behind. It's a far better practice to just get yourself to bed and get the proper amount of sleep.

Takes You Longer to Complete a Task

The less sleep you have, the slower you work. The fatigue causes your brain and body to struggle in exerting itself, meaning that even if you do the exact same routine as you do every day, it could take you twice as long to finish it when you're tired. This makes it far harder for you to be productive in the workplace and actually complete and accomplish what you need to.

Poor sleep can make it hard for you to focus, make you more prone to mistakes, cause you to work slower, and just be the enemy of your productivity. We hope this article has inspired you to work to get the ideal amount of sleep each night, rather than continuously trying to run on empty. You'd be surprised at the difference a little extra sleep can make in your daily life.

What The Military Can Teach Us About Being More Productive

Many people attribute their success, strength, determination, resilience, and discipline to the military. There are certainly many benefits and life lessons to come out of time spent in the military. Did you realize that the military can also help you be more productive?

The military has long been an example of discipline, order, and task-oriented living. In this article, we're going to take a page from their book and see how they handle productivity.

They teach you to plan

Planning is an essential step in being productive and it's something the army does and has always done exceedingly well. They plan for everything: the likely outcome, backups for every possible scenario, even backups for every far-fetched possibility; they take being prepared very seriously.

The military teaches troops to plan effectively so that leaders have the time necessary to focus on the mission and fully prepare. Through planning, you can ensure that you keep on task and complete every task necessary.

They have Standard Operating Procedures (SOPs)

SOPs are an important step to productivity. The military has these for every task they do. These SOPs help to ensure maximum efficiency and accurate work when completing any task, helping improve and maintain productivity.

SOPs are a tip that can apply to just about any task you have to complete. Determine what the most efficient and correct way to complete the task is and always does it that way from there on. This will ensure that you stick to your schedule and everything runs smoothly.

Practice makes perfect

The military runs battle drills to practice what actions they should take and how they should behave during an attack. This allows them to be prepared to act quickly and correctly without orders if their superior has been injured or otherwise compromised. This idea can apply in your everyday life as well, helping to improve your productivity.

The more you practice something, the better you'll understand it, the more accurately and efficiently you'll perform your job, and the less assistance you'll need to complete the tasks you need to complete. Take a page from the military and perform battle drills with your job.

Don't put off small tasks

The military teaches you to not put off your small tasks; if a task is going to take you five minutes or less to complete, then do it now and get it out of the way. Completing that small task now prevents it from piling up and turning into a much larger and more challenging task with which you'll have to contend in the future.

If you write these smaller tasks down and check them off as you go, you can generate momentum to help you handle the larger tasks you have to complete. Completing these tasks and getting them done can help you feel more fulfilled, as well. They're not worth adding to your to-do list anyway.

Don't let it stop you

The number one lesson that the military teaches you which can help with productivity is to not let it stop you and to just keep moving forward. In the military, if you hesitate or let something hold you back, you could be risking your life or someone else's in the process.

In daily civilian life, the stakes aren't nearly as high. However, it's still a good lesson that's applicable to your everyday life. Instead of letting a failure or a mistake get in your way and keep you from moving forward and being productive, you should push on.

The military can teach us quite a bit about productivity and maintaining a productive lifestyle, it's up to us to take those lessons and apply them to our own lives.

Setting Priorities To Being More Productive

Have you been struggling with your productivity lately? Do you find you're constantly struggling to get done what needs to be done when it needs to be done?

Productivity is a hard skill to master, but there's one key tactic that can help ensure you're being more productive. Setting priorities can help you keep on task and ensure everything gets done in the order in which it needs to be completed. In this article, we're going to help you set your priorities and start being more productive.

Why Setting Priorities Works

You may think something as simple as jotting down your priorities is far too easy of a solution, but it's not. Setting priorities is the absolute key to being and staying productive. It helps you to ensure you get everything done in a timely manner, nothing gets forgotten, and that you have time left in your day to do something for yourself.

By setting your priorities, you work to keep yourself on task, get everything done when it needs to be done, and give everything the proper attention and time it deserves. The best part is, once you've gotten in the habit of it, it becomes second nature.

Keeping your priorities in order in your life and your tasks can be difficult, but it's rewarding once you get the hang of it.

Determining Your Priorities

Setting your priorities can be a challenge if you've never done it before. It requires a lot of thought and deliberation. Before you prioritize your tasks, you have to prioritize your life.

We all have tons of things we have to get done: we have to do lists for housework, for our jobs, for our families, for ourselves, and for our relationships. How do we decide what we do when in order to get it all done?

First things first: you have to determine what has the highest priority. These things are all important and some days, how you prioritize them may shift based on the timelines alotted, but you have to at least have a foundation of priorities with which to work. Most people would place their priorities: family, job, relationships, housework, ourselves in that order.

Once you've determined your life priorities, you can set your task priorities. You want to prioritize your tasks based on urgency, importance, and significance.

If you have a task that has to be done by the end of the day, you'll want to complete it before you do something that you have a week to get done. Similarly, if you have an event that's only going to happen once, you want to put it at the top priority so you don't miss it.

Sticking to Your Priorities

Determining your priorities is only half the battle. Sticking to them is even more difficult. You have to keep your priorities in mind each time a new task is added to your to-do list. You have to be diligent about sticking to them; do what matters most first and then handle the rest. Take everything one task at a time and follow your list of priorities. Once you've successfully practiced considering your priorities list as you go through your daily tasks, you'll get into the habit of it and develop a routine.

Productivity is hard to master, but by setting your priorities, you can get everything done in a timely manner. Setting your priorities and keeping to them is incredibly difficult, but not impossible. The best part is, once you get the hang of it, it becomes a regular routine and second nature.

The Connection Between Relaxation And Better Productivity

It has often been said that you cannot pour from an empty cup. Essentially, if you have no energy, it's virtually impossible completing your daily tasks.

We live in a society that places great emphasis on productivity. So much so, the concept of being kind to yourself is frowned upon. People brag about pulling all-nighters, skipping meals and sleep for the sake of getting it done.

More and more doctors, and other health care practitioners are placing a great emphasis on taking more time for relaxation. Mainly this stems from the astronomical rates of chronic stress suffered by people in today's hectic world.

Relaxation is medicine! It is the complete opposite of the stress response that wreaks havoc on the body, both psychically and mentally.

It is not surprising that relaxation is also key for better productivity, after all, when you are well physically, mentally and emotionally you will also be more productive. Also, the higher your energy levels, the more productive you will be, and yes relaxation helps with that too.

While there's no denying that possessing a strong work ethic is crucial to attaining monetary success, where do we draw the line?

The Connection Between Taking Breaks and the Brain

Researchers have found that individuals who give themselves a break between tasks, find themselves feeling more inspired and productive. They're able to accomplish their endeavors without feeling overwhelmed.

Through their research, they found that specific portions of the brain are actually stimulated when relaxed. The pre-frontal cortex, the area that controls decision making and cognitive skills, benefits from what scientists call "think work."

When you put so much energy into concentration and focus, the pre-frontal cortex is working at full speed. Just like a runner nearing her fifth mile, taking a quick sip of water gives her the energy she needs to push through.

Therefore, it's scientifically proven that relaxation and breaks are beneficial to your productivity. If you've been conditioned to believe that pounding the concrete non-stop is the most effective way of getting things done, likely you're no stranger to feeling burned out. In fact, you may find it increasingly difficult to become motivated when you're working on empty.

That's why it's beneficial to learn how to relax without falling into a deep hole of laziness.

Take Small Breaks In-between Tasks

Schedule five to ten-minute breaks throughout your workday to give you the boost you need to keep going. You'll find that once you return to your task with fresh eyes, you'll be more inclined to think of something new or approach the task with less stress.

Make the Most of Your Breaks

Don't spend your breaks accomplishing a different task. Instead, use this time to replenish your body. Grab a nutritious snack, go for a walk, or take a power nap. Do something that gives your mind and body a break.

You'll find that upon returning to your task, you'll have more energy and an increased sense of clarity.

Be Kind to Yourself

Instead of feeling guilty over the fact that you've taken a break, take this time to be kind to yourself. Compliment yourself for making it this far. Thank your mind and body for helping you navigate a challenging task.

By appreciating what a refreshing break does for your energy, you won't speak harshly to yourself. Instead, the experience will exude positivity.

There's a stark connection between relaxation and productivity. One that should not be confused with laziness. Instead of rejecting the idea of taking a break and working yourself to the brim, take regular breaks.

You may find yourself returning to your task with more energy and vigor than you ever did before.

How Meditation Boosts Your Productivity

Meditation has certainly gained new popularity in recent years. You've likely heard a million different benefits that meditation can offer you, but have you thought of how it could affect your productivity?

Meditation encourages focus and helps to improve productivity and focusing skills. The more you practice meditation, the better these skills will become. In this article, we're going to explore how meditation can improve your productivity each and every day.

Meditation Forces You to Close Out the World

The very practice of meditation involves taking time to bring your focus inward. It's closing out the world around you, ignoring all potential distractions, and focusing on the here and now. This practice will help to improve your ability to ignore the many distractions screaming for your attention, thus improving your productivity.

By meditating daily, you can actively practice your ability to ignore distractions, helping to improve your focus. This regular practice is like a mental workout for your productivity because focusing and ignoring the distractions is more than half the battle.

Meditation Forces You to Keep on Task

You cannot meditate effectively without keeping to the task. The second you get off task, you lose the meditation. In order to effectively meditate, you have to focus your concentration inward and stay on task; the second you lose it, you have to start over because you have left your meditative state.

Meditation is difficult at first; you'll find yourself losing it and having to bring your focus back in and start over. That's okay. You won't be perfect at anything the first try. It's important to just recognize when that happens and bring yourself back to the task at hand. This deliberate effort and practice will help to improve your productivity, as well.

Meditation Strengthens Your Willpower and Self-Control

The act of meditating daily will help to strengthen your self-control and willpower, making productivity and focus a breeze. You won't completely rid yourself of the temptation of distractions, but you'll find that the urge to do counterproductive activities diminishes a fair bit.

The more you meditate, the more you'll realize that the temptation is only a suggestion. Just because you have an urge to do the counterproductive activity, doesn't mean you have to; you have control. This helps you to internalize that you possess the necessary skills to stay focused and be productive.

Getting Started with Meditation

If you're just getting started with meditation, the key is not to psych yourself out. Many people overthink it which is just setting themselves up for failure. Over half the battle is developing a routine of meditating and making the time for it daily.

You don't need an instructor, a special room, or any additional products to meditate effectively. All you need is a comfortable, quiet space and the willpower to focus and actively meditate. The first time you do it, you may find that it's difficult for you to keep your focus; that's ok, it will get better with time and practice.

When meditating, it's important to sit somewhere you're very comfortable, close your eyes, breathe deeply, and stay focused. Start by focusing on your breath; feel every part of your body. Force yourself to focus inwardly. Think about the pace of your heartbeat, how it feels to fill your lungs with air; feel all your muscles relax.

Daily meditation can help you to improve your focus and productivity. By actively practicing a skill that forces you to focus inward and stay focused, you're giving yourself a mental workout for focus and productivity. The more you meditate, the easier being productive will be. We wish you all success and happy meditating! Namaste.

Is Multitasking Killing Your Focus And Productivity?

Multitasking has a tendency to be praised highly in our society; we're encouraged to do this by our teachers and our parents when we're younger, our bosses and superiors as we get older, and even in our daily life. But, is it actually good for us, or is it hurting us?

Despite what teachers and parents have been telling kids for a long time, our brains were only meant to do one thing at a time. According to neuroscientists, we negatively affect our productivity and mental performance when we try to multitask.

Multitasking is reducing your efficiency and your mental performance

When we multitask, we're pulling our attention in too many different directions to be able to devote the necessary focus and attention to the important task at hand.

Earl Miller, MIT neuroscientist and leading expert on human cognition, attention, and learning said: "When we toggle between tasks, the process often feels seamless, but in reality, it requires a series of small shifts."

When you experience these small shifts as you jump from task to task, you're draining brain energy and resources. A study conducted by the University of California furthers Miller's point, discovering that it takes about 23 minutes and 15 seconds for the average person to refocus after being interrupted.

Miller and other neuroscientists recommend avoiding multitasking.

"It ruins productivity, causes mistakes and impedes creative thought [...] As humans, we have a very limited capacity for simultaneous thought, we can only hold a little bit of information in the mind at any single moment."

Multitasking can actually lead to permanent brain damage

A study conducted by the University of Sussex found that "high multitaskers had less brain density in the anterior cingulate cortex," the region of the brain that controls empathy and emotions.

This study suggests that multitasking, and multitasking through media devices in particular, could permanently alter the structure of our brains after continuous use.

Multitasking is killing your concentration and focus

The very same regions of the brain that we need in order to stay focused are easily distracted, as well. Every time we multitask, be it scrolling various social media feeds, checking texts or emails, etc., we train our brains to get distracted and easily lose focus.

"Multitasking creates a dopamine-addiction feedback loop, effectively rewarding the brain for losing focus and for constantly searching for external stimulation," according to neuroscientist Daniel Levitin.

Just like with drugs and stress, your brain can get addicted to the rush of dopamine switching tasks and losing focus causes. Once that's started, it becomes increasingly hard to break the habit and kick the addiction.

Multitasking causes you to become overwhelmed and burnt out

Levitin also said that multitasking taxes our brains and drains energy.

"Asking the brain to shift attention from one activity to another causes the prefrontal cortex and striatum to burn up oxygenated glucose, the same fuel they need to stay on task. And the kind of rapid, continual shifting we do with multitasking causes the brain to burn through fuel so quickly that we feel exhausted and disoriented after even a short time. We've literally depleted the nutrients in our brain," he said.

If you find that you're easily burnt out by your tasks and getting easily overwhelmed, it may be time to cut back on the multitasking. It can also leave you feeling constantly tired, even after plenty of rest.

How to prevent this from happening

It can be hard to get out of the habit of multitasking; most of us have had it deeply ingrained in our regular routine since we were small children. There are a few regular practices you can do, however, to help you ease out of it.

- Keep your work area distraction-free; keep phones, tablets, etc. out of sight and out of mind.

- Focus on one task at a time and allow yourself a break every hour and a half or so to allow your brain to re-energize and focus better.

- Avoid multitasking at all costs

A Disorderly Environment Results In A Disordered Day

A clean home is a happy home. The old cliche is very true; living in a disorderly environment can lead you to live a disorderly life. We think the clutter around our home and in our lives is hurting no one but ourselves, making it just a little harder to find things, that's all. But that couldn't be further from the truth.

In this article, we're going to explore how a disorderly environment can affect your daily routine and your mental health, leading you to have disordered days.

The clutter in your home is a distraction

Whether you think it is or not, the clutter in your home is causing a distraction. It sits on your mind like a to-do list item you never crossed off and nags at you to do something about it. It can make your anxiety worse and cause you to feel unorganized and scattered. The more clutter you're surrounded by, the more easily distracted you'll feel.

A disorderly environment can cause you to work slower

Beyond the fact that merely finding things you need will take a considerable amount of time, a disorderly environment can also cause you to work slower because it stays on your mind. As you're trying to complete a task, a million things you've yet to find or do pop into your mind, keeping you from being as productive as you usually are.

A disorderly environment affects your mood

Having clutter in unorganized piles around your home and work environment can also cause you to feel like your brain is cluttered and disorganized. This leaves you feeling uneasy, cranky, and has a tendency to leave a gnawing feeling that you've yet to complete something very important.

All of this can cause you to be on edge, moody, and snippy with those about whom you care.

A disorderly environment causes you to lose items and important information

In the same way that having a disorderly environment can cause you to lose physical items, it can also cause you to feel highly scatter-brained, forgetting important information or appointments, making it hard to keep much of anything organized.

How to fix this

It can be hard to stop living in a disorderly environment and rectify the issue, especially if you've grown accustomed to it. However, there are a few things you can do to help you rectify the issue and push past the mental roadblocks.

Get organized

No matter what it takes for you to get it done, you need to get organized: take inspiration from the show Hoarders or maybe the famous Marie Kondo, get friends to ensure you fix the clutter no matter what it takes. You have to make a change.

Give yourself credit

Once you've taken the time to fix your disorderly environment, give yourself credit for finally getting it done. You put the hard work in, you stuck it out, and you did it. You deserve credit for that effort.

Help yourself stick to it

No one's perfect and if you've lived in a disorderly life for a long time, chances are you're going to have a couple of backslides. Hold yourself accountable and make an extra effort to keep things orderly. Make charts or guides if necessary; whatever it takes to keep the disorderly environment from coming back.

Living in a disorderly environment can affect your daily life in a number of ways, but none more than your daily routines and life. It can cause you to be less productive, more anxious, and constantly feel on edge. You have to keep this in check; a disorderly environment results in a disordered day and a disordered life.

5 Signs You Are Unproductive In Your Day

It can be hard to determine if you're truly being unproductive; it takes focus and determination to look deep inside yourself and see if you have a problem with your productivity. We're here to help.

In this article, we'll provide you with five tell-tale signs that you're unproductive in your daily routines. These bad, unproductive habits are draining your efficiency and your energy.

1) Worrying

If you find yourself worrying in excess, you may be dealing with a productivity struggle. A good way to tell is if your worrying has become your new means of procrastination. You find yourself unable to get through a task at your usual speed because you're spending have your time worrying you won't do it correctly, you'll make a mistake, or all your work will have been for naught.

2) You've been overworking yourself

If you find yourself highly burnt out at your job, tired all the time, and cranky to the point of biting someone's head off at the slightest indiscretion, you're likely overworking yourself both because of your inability to be productive and making you even more unproductive.

If you're regularly unproductive, you have to overwork yourself in order to get everything done, but that's a double-edged sword. The more you overwork yourself, the worst your productivity becomes causing you to, you guessed it, overwork yourself even more just to catch up. It's a vicious cycle to which you have to put an end.

3) You spend more time on social media than anywhere else

We very rarely realize just how much time we waste each day checking our social media. We think to ourselves that we'll just browse real quick and see what's going on, no harm, no foul. But then, when we're done and thinking we've only been away for a matter of minutes, we see it's actually been more like half an hour.

If you find yourself constantly browsing social media, flipping away from your work and allowing yourself to be distracted, you're likely facing productivity issues that you desperately need to address. A good way to minimize this distraction is logging off of your social media every time you finish browsing it.

Forcing yourself to have to make that extra effort to browse social media will deter

4) Constantly complaining

Complaining is one of the worst habits a person can develop. It makes you underappreciate what you have in life, causes you to focus only on the negative, and makes you a pain to be around. Complaining is also a good way to kill your productivity.

If you find yourself complaining most of the time, it's a good sign that you've been unproductive lately.

5) You can't seem to focus on anything

There are tons of reasons why we struggle to focus on a given day and being unproductive is definitely one of them. Just like with overworking yourself, your struggle to focus can both be caused by your being unproductive and can cause your inability to be productive.

If you've noticed that you've started to find it difficult to focus, you may be having a prolonged issue with your productivity. When we struggle greatly with our focus to the point that we give in to the distractions, it's often because we're looking for an excuse to be unproductive.

If you think you may have a productivity problem in your regular routine, it's time to mix things up. There are a few things you can do to improve your productivity and fix your routine if you find one or more things on the list above to be true about yourself.

● Start your day off right: Eat breakfast, read the paper, workout, but don't dive straight into work first thing in the morning; ease yourself into your day.

● Cut out distractions

● Hold yourself accountable

Can You Be More Productive In Your Personal Life?

When most people think of productivity, they think of work and their career, not so much their personal life. But, is there a way you could be more productive in your personal life?

In this article, we're going to explore the possibility of being productive in your personal life, what that looks like, and what you can do to actively be working to fix your personal life's productivity.

What does productivity in your personal life look like

As we said above, most people think of their work life when they think of productivity, not their personal life. That being said, the productivity you can experience in your personal life takes on quite a different form than that of your work life.

Being productive in your personal life involves the following activities working towards a goal:

Making time for friends each week

We all live busy lives and, oftentimes, end up spending time with our friends much more rarely than we ever did before. It can lead to depression and loneliness. However, if you set up a regular day or two each week where you'll make time to spend with those you care about, you're being more productive and proactive in your personal life and friendships.

Actively trying to meet new people

Meeting new people, making new friends, and growing your support network are all important parts of life and a positive mental state. Another way you can be productive in your personal life is by actively making the effort to meet new people and bring more people into your life.

Make time to take care of yourself

Taking care of yourself is an important part of your personal life that a lot of people neglect. Self-care is an important part of maintaining a positive mental state and re-energizing yourself. Make the time for self-care to ensure that you're the best you can be.

Being productive in your personal life

So how do you start being more productive in your personal life? What are some things you can do to get into a better routine?

Scheduling

One of the best ways to develop a new routine is to make it part of your regular schedule. If you schedule time for a friend or loved one each week, you're more likely to keep the appointment and get in the routine of devoting time to those about whom you care.

Give yourself credit

The only way to develop a new routine and stick to it is to give yourself credit for the work you're doing. Reward yourself for sticking to what you scheduled, for making time for yourselves and your loved ones, and for meeting new people and following through by spending time with them.

Push yourself outside your comfort zone

You won't meet new people, grow as an individual, or broaden your horizons by staying in your comfort zone, talking to the same people all the time. You have to expand, venture out and go outside your comfort zone.

Many people, when they think of productivity, only think of their work life. But, in reality, you can actually be productive in your personal life, too. We hope that you learned how you can be productive in your personal life and what you can do to help get started down that path.

We also hope that you will actively try to incorporate some of this into your life, as it could enrich your life and make you happier. We wish you the best of luck in your endeavor to better yourself and enrich your life's journey.

Five Apps That Boost Productivity

Who among us is innocent when it comes to procrastination? Surely none of us – even the most focused people slip into it every now and again. We could all benefit from a boost in productivity. Luckily, there are ways that technology can improve your productivity instead of draining it out of you. Like everything, there are pros and cons. Right now, we're going to focus on the pros of productivity-boosting apps. Apps aren't just for your phone either – many are available for installation on your computer. We know how challenging it is to remain focused with all the distractions we face, so we have some apps to help.

1. OneNote

This app comes from Microsoft and is an excellent solution for just about anyone, even business owners. If you want to compile loads of information, manage a variety of projects from one place, then this might be what you've been looking for. It features a notebook layout, which makes it easy for you to break up projects or topics into various sections. There are also a variety of smaller features like when you take something from an online source, OneNote will include the URL for you which is perfect for reference purposes. You can use it on your phone, tablet or computer. It's also a free app.

2. Flipd

This app is made for people who need help keeping their hands off their phone. It features two main settings. The first one allows you to shut your phone on for a specific time limit. You cannot go back on this setting – once it's done, it's done which means you are forced to focus without distraction. If you are scared to go all out or you don't need an approach as aggressive, you can opt for the second setting. This will monitor how much time you spend on/off your device. This will allow you to set certain periods of time with scheduled breaks. You will also receive notifications warning you that you are accessing your phone outside of your breaks. It's a gentle reminder that you should be focusing elsewhere.

3. Focus@will

This app is special. It gets to know you and creates a personalized profile that will provide you with music to keep you productive and focused. It takes the type of worker you are to tailor music based on how you think, how distracted you get, and how you solve problems. If you work in public or you're in a shared office space – this is perfect. This one will cost you, but you don't have to pay anything before you enjoy a free trial.

4. Todoist

If you want to keep track of all your lists, then Todoist is the app to do it with. It's easy to use – you can simply create a new action and place it under a project – for yourself, for your roommate or family or for a colleague. The entire point is that you can log this information and then forget all about it until it's necessary. It's also possible to use it to track your progress (or keep tabs on someone else's progress).

5. Pomotodo

You have probably heard of the Pomodoro technique by now, this app combines that with to do lists. You can enjoy 25 minutes of focused activity and then take a five-minute break. This cycle repeats four times before you can enjoy a longer break of 20 minutes. You can also use task lists to track sessions. You can log work and even create a simple time-sheet report to keep track of your productivity levels. You get the best of both worlds.

Five Key Reasons To Turn Off Your Tech Gadget Notifications

With the ability to be ever connected, comes one major drawback. You're always connected. There's no escape from the constant ping of your notifications – phone calls, text messages, messages from the variety of messaging services you use, social media, and all of your apps. This is certainly the era of interruptions. If you have a smartphone, then you are probably like the more than half of Americans who have their phone on hand pretty much every moment they're awake.

No, that's a serious statistic from a Gallup poll (https://news.gallup.com/poll/184046/smartphone-owners-check-phone-least-hourly.aspx).

Moreover, over half of us are checking our phones every hour and if we were being honest, we'd admit that it's far more often than that. It's become an obsession. With that in mind, let's take a look at the 5 key reasons to turn off your tech gadget notifications.

1. The Cost

Your performance isn't just impacted when you stop to check and/or respond to notifications. Just the sound of the notification or the phone lighting up is enough to break your focus. That adds up, especially when you consider how often your phone buzzes throughout the day. If you're trying to focus on work, you are losing valuable time of your working day. This has a serious impact on productivity and performance.

2. The Errors

In one study, researchers split participants into three groups. One group was receiving the odd text, while some received phone calls. However, the third group was completely free of interruptions. It should be no surprise that the interruption-free group made fewer errors and were able to focus on completing their task

(http://www.cary-stothart.net/files/papers/Stothart-2015-Attention-and-cell-phone-notifications.pdf).

3. The Stress

When you continually interrupt your work day or focus on a task, you will fall behind. When you fall behind, you suddenly start to feel the time crunch. That time crunch will only fuel your stress. We have enough to be stressed about these days, the last thing that you need is more stress on top of your stress. So, if you turn off your notifications, put your phone in airplane mode, put it to silent, stuff it in a drawer – you will soon see your focus improve and your stress decrease.

4. Improved Mental Health

Unfortunately, for many of us, notifications are now the default. With every new app installation, it asks for your permission to send you notifications. Even when you say no, they still seem to appear. For a lot of people, just having notifications on the screen is a distraction – there's a need to swipe them all away, even if you don't read them. You don't need to know every political scandal as it happens, and there are a lot of those these days. That probably explains those extra gray hairs. More importantly, your mental health is at risk. Remember, stress fuels mental health issues like anxiety and depression.

5. Your Happiness

Do you wish you were happier? Well, turning off your notifications is a good place to start – for all of the reasons we provided above. As you shut out the distractions, you will increase your productivity at the workplace, you will suddenly find yourself enjoying your friends and family more, and ultimately, you will be present. Something that we could all use a lesson in. So, it makes sense that this would impact your happiness levels. Contentment is something that everyone agrees on – we all want it. Your life won't suddenly be perfect when you turn off your notifications, but you will find yourself better placed to tackle everything life throws at you when you're paying attention.

Five Goals To Improve Productivity

It's still early in 2019 and the topic of goals is still quite fresh. Individuals are still trying to reach their best selves while navigating unforeseen hurdles.

Reaching the destination of great productivity is not linear. In fact, it's met with a plethora of challenges, obstacles, and hurdles that must be overcome. In order to effectively dodge these barriers and become a productive person, you have to set goals. But, being productive is one of the most popular goals, as the age we live in can be hectic and draining making that gola that much more difficult.

Do you struggle with being productive?

Is your focus lacking?

Do you feel like you are spinning your wheels and not really getting enough done?

Maybe you have way too much on your plate and you need to take a realistic look at your schedule?

If you want to increase your overall productivity and finally get things done this year, implement these goals into your daily routine and watch the success unfold.

1. Write In Your Planner Daily

One of the best ways to boost productivity is to remain organized. That means being aware of what your tasks are and when they are due.

The best way to do this is to keep a daily account of your actions. Whether you use a digital platform or a traditional planner, you have to outline your agenda for the day.

Getting those tasks out of your head gives you the clarity needed to effectively get them done.

2. Practice Deep Work

Deep work occurs when you're completely engulfed in your task. It's when flow is at its peak and distractions are minimal, if not non-existent.

One way to nail deep work is to set aside a block of time solely dedicated to accomplishing your task. Remove all distractions such as your phone or electronics from your space. Starting with 20 minutes, complete your task without stopping. You'll find that the more you implement deep work into your routine, the easier it'll be to get stuff done.

3. Remain Ahead of Schedule

In an ideal world, we'd all have our obligations taken care of ahead of time. However, we all know that planning for the future is met with its fair share of complications.

That's why it's best to use your time wisely. When you have the time available to you, complete your tasks. That way, you aren't scrambling or rushing. You'll feel more organized and productive knowing you've planned ahead and taken care of everything ahead of time.

4. Wake Up Earlier

Start your day off right by learning how to become a morning person. Wake up at least 20 minutes early every day. Then, increase it by 10 minutes until you've reached an hour.

Countless studies have shown that waking up earlier is better for your health and increases productivity. Therefore, try waking up early every day and document how well you feel. You'll notice that soon you'll become a morning person.

5. Take Time for Breaks

Give yourself time to recharge replenishes your brain and actually increases productivity. Be kind to yourself and take time to relax.

Make it a solid goal to take a 10-minute break for every hour spent doing something productive. This will help you get into the habit of being easy on yourself and increasing your energy.

They say it takes 30 days to turn an action into a habit. Therefore, keep at it! If you develop a strong routine that aligns with your goals, you'll notice a complete shift in productivity.

Productivity awaits!

THANK YOU

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