

productive

achieving or producing a significant amount or result



"Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort." — Paul J. Meyer

Do you often find your workday spiraling out of control? You start each day with a plan to get so much done, but soon find yourself becoming distracted, focusing on low-priority tasks and, simply, procrastinating. So how can you regain control of your time?

Avoid Multitasking Multitasking can give the impression that more tasks can be accomplished as you're doing multiple things at once. However, the opposite is true.

Research has shown that attempting to do several things at the same time takes a toll on productivity and that shifting between tasks can cost up to 40 percent of someone's time. That's because your focus and concentration is constantly hindered due to having to switch between tasks.

If you have a lot of tasks on your plate, determine your priorities and allocate enough time for each task. That way you can work on what's urgent first and have enough time to complete the rest of your tasks.

Turn off Notifications According to a Gallup poll, more than 50 percent of US smartphone owners admit to checking their phones a few times an hour.

Switching off your phone—or at least your notifications—during work hours is a good way to prevent you from checking your phone all the time.

Eat the Frog Mark Twain once famously said: *"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."*

What this basically means is that you should get your biggest, most urgent task out of the way first. We all have that big, important task that we don't want to do but know we have to do because it holds the biggest consequence if we don't complete it.

Eat the frog is a productivity technique that encourages you to do your most important, most *undesirable* task first. Completing this particular task before anything else will give you a huge sense of accomplishment. It will set the ball rolling for the rest of the day and motivate you to eagerly complete your other tasks.

Declutter and Organize Having a disorganized and cluttered workspace can limit your ability to focus. According to researchers, physical clutter can negatively impact your ability to concentrate and take in information. Which is why keeping your work environment well ordered and clutter-free is important.