

Productivity Tips to Boost Your Brainpower

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Prepping for a big meeting, or you've got a deadline approaching, but you just can't seem to get your brain working at full speed. Then you start feeling overwhelmed and like everything is falling through the cracks. It's easy to feel overwhelmed by all of this constant responsibility, but there are things you can do that will make your workdays more efficient and less stressful.

If you're looking for some tips to help boost your brain power and get everything done, take a look at these 50 tips that have helped many people become more productive, learn faster and memorize new information.

• FOCUS •

- Silence your phone
- Blackout background browser tabs / notifications
- Mute your Gmail with Inbox Pause
- Clean your desk
- Write distractions down for later
- Save articles & videos in internet browser "Pocket"
- Take regular breaks
- Work in varied environments: coffee shops, parks, etc.
- Sit by a window
- Smell something pleasant, like lemons or lavender
- Set the thermostat for 70-77 degrees
- Go for a walk
- Get plenty of sleep, exercise & healthy food
- Buy plants
- Listen to ambient music
- Meditate
- Look at photos of nature or cute animals

• SAVE TIME •

- Quit meetings or keep them to 15-minutes
- Delegate
- Track where your time goes
- Simplify your inbox with unsubscribe me
- Quit Facebook (partially)
- Automate tedious tasks
- Batch similar tasks
- Try a dictation app
- Cut bad habits with a "Stop Doing" list
- Quit multitasking

• PRIORITIZE •

- Sort tasks by "Must, Should, Want" every day
- Write 3 "most important" tasks on a Post-it
- Do your #1 most important task first
- Don't check your email until you've worked for 2 hours
- "Will this task help me reach a goal?" No = cut it
- "Can this only be done by me? Is it important?" Two No's = cut it
- Write tomorrow's to-do list tonight
- Use Stephen Covey's prioritization matrix to sort tasks
- Do creative work first
- Does this get me closer to my goal? Does it matter to my boss? Does it make money? Does it make my life easier? Does it have to be done today? Sort to-dos based on # of Yeses

• GET MOTIVATED •

- Break big tasks into bite-sized pieces
- Work on a big task for just 5-minutes
- "Eat the frog"
- Start a StickK.com personal contract
- If it takes less than 2-minutes, do it now
- Find your biological prime time
- Make progress visible & celebrate small wins
- "Don't break the chain"
- Bribe yourself with a reward
- Strike a power pose
- Keep a "Done" list
- Eat chocolate
- Smile & be happy!

Curious about "Eat the frog" or any of the other funny sounding tips visit:
<https://www.wrike.com/blog/productivity-hacks-turn-procrastination-into-action/>

Source: <https://dailyinfographic.com/productivity-tips-to-boost-your-brainpower>

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