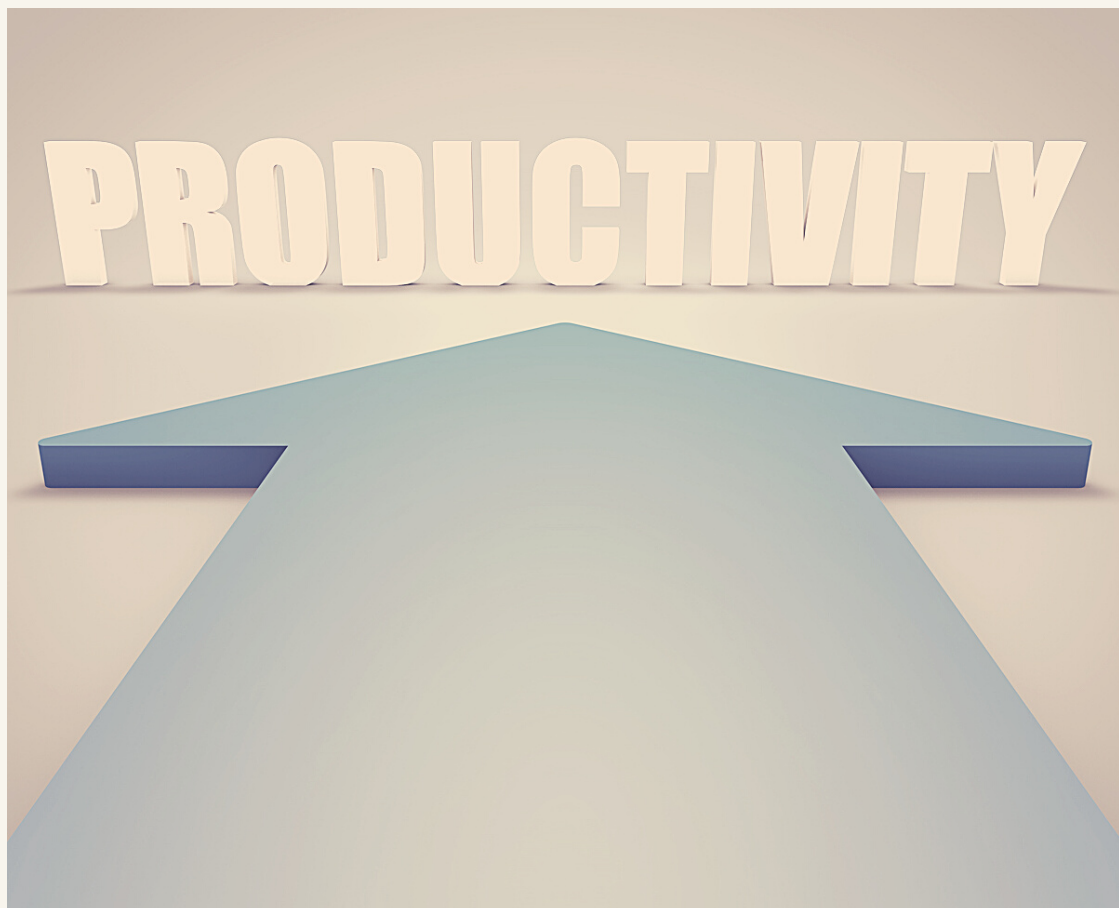




What is Productivity?

- Have you ever felt that you are not consistently productive through out the week?
- Do you stumble and struggle to complete the tasks?
- Are you reluctant to disrupt the pattern of monotony?





5 Hacks

Productivity Increase



LEARN TO SAY 'NO'

USE RED AND BLUE COLORS MORE
OFTEN

TWO-MINUTE RULE FOR SMALL
TASKS

WORK USING POMODORO TECHNIQUE

LISTEN TO PRODUCTIVE MUSIC



#1 Hack

Productivity Increase

LEARN TO SAY 'NO'

- Do you call yourself as a good team player?
- Are you the person who takes additional tasks when it is not assigned to you?
- Has it ever felt like all you do at work is respond to people's messages all day long?
- Do you please people?

If the answer to any of those questions is “yes,” then you know how frustrating and unproductive a lack of boundaries can be.

“WHEN YOU SAY NO, YOU ARE ONLY SAYING NO TO ONE OPTION. WHEN YOU SAY YES, YOU ARE SAYING NO TO EVERY OTHER OPTION. NO IS A DECISION. YES IS A RESPONSIBILITY.”

– JAMES CLEAR

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#2 Hack

Productivity Increase

USE RED AND BLUE COLORS MORE OFTEN

- Do you have your hands all over your desk?
- Are you a kinetic person?
- Are you looking for external motivation?

Colour is a powerful communication tool and can be used to signal action, influence mood, and even influence physiological reactions.

Studies suggest that red and blue colours improve brain performance, with red known to increase attention to details while blue sparks creativity.

“IF I DON'T HAVE RED, I USE BLUE.”

— PABLO PICASSO

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#3 Hack

Productivity Increase

TWO-MINUTE RULE FOR SMALL TASKS

- Do you waste time to decide on whether to do small tasks?
- Do you procrastinate?
- Do you have trouble to start a task?

Making a habit as easy as possible to start will lead you down a more productive path.

When you start a new habit, it should take less than two minutes to do.”

You will find that nearly any habit can be scaled down into a two-minute version.

Some of the examples are:

- “Reading all emails before COB” becomes “Read one email and reply.”
- “Do follow up calls to clients” becomes “pick up the phone and call one client.”



#4 Hack

Productivity Increase

WORK USING POMODORO TECHNIQUE

- Do you feel the work is never ending?
- Does your body feel stiff sitting all day?
- Do you feel exhausted at the end of the day?

Break your workday into 40 minute chunks (ideally it is 25-minute) separated by 5 minute breaks. After about 4 intervals, you take longer break of about 15-20 minutes or ideally 30 minutes for lunch. So your first half of the day is really productive and will enable you to say NO to others if it is not aligned to your routine.

During the 5 minute break, you must avoid sitting around the screen, use the time to stretch, walk also look outside the scenery. Self-reflect during your break time (clear your head space)



#5 Hack

Productivity Increase

LISTEN TO PRODUCTIVE MUSIC

- Do easily get distracted at work?
- Are you an auditory person?
- Does noise affect you?

Reduce the outside noise and listen to music. Music is an excellent way to help focusing and stay productive. Choose musicals only instruments and not pop songs or songs with lyrics.

Check brain FM binaural beats to enjoy music to help you focus.

**"IT IS NOT A DAILY
INCREASE, BUT A
DAILY DECREASE.
HACK AWAY AT
THE INESSENTIALS."**

- BRUCE LEE