Top 10 Ways to Improve Productivity

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1. Choose a system to manage your calendar, tasks, & lists

    (that works the way you do.)

2. Set priorities and get the most important things done.

3. Use your system to plan daily.

4. Eliminate any unnecessary stuff and get rid of clutter.

5. Break large tasks down into doable actions.

6. Remind yourself of tasks with timers, alarms, anything that helps.

7. Automate repeating tasks as much as possible.

8. Make the most of the free time available to you.

9. Organize the information you need in files.

10. Have a regular time to review progress.

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