

The 6 Easiest Ways to Improve Your Daily Productivity



1. MAKE IT ACHIEVABLE

The most important part of any goal is to make it achievable. The way to do that is by breaking it down into small enough tasks that you can complete in a sitting. Anything more than that is too big.

People often confuse tasks and projects, which is why they end up with what we in the industry call an “evergreen to-do list” that is impossible to check off.

Always ask yourself: *Can this be broken down into even smaller steps?* If the answer is yes, do it. The more small steps you have, the more you will be able to focus on finishing them. Don't let distractions from other steps creep in → focus on one step at a time!



2. SCHEDULE IT

Once a task is achievable, you need to schedule it on your calendar. Things don't just happen; you have to make them happen, and putting something on your calendar is the way to do that. It allows you to protect that time to make sure your task doesn't get pushed aside by something else. Commit to the task!

Scheduling a block of time on your calendar (and sticking to it) signals your brain that it's a priority.

You'll want to minimize the chance of distractions by making sure you have dedicated time set aside for anything you want to accomplish.



3. SET BOUNDARIES

In order to make things happen, you also need to minimize distractions in your physical environment.

If you have a dedicated office, close the door behind you when it's time to work. Communicate that when the door is closed, you are not to be disturbed unless it's an emergency. This minimizes ambiguity for others.

If you don't have a dedicated office, make work boundaries as clear as possible. Try to work away from normal day-to-day activity centers, like kitchens and living rooms. Others will pass through there regularly, which will zap you out of focus. Do whatever you can to signal to others that you are not to be disturbed for the blocked amount of time.

Also, assess the best time of day to work, so that your family still gets to see you!



4. TURN OFF NOTIFICATIONS

Once your physical environment has clear boundaries, it's time to implement some of those in your digital world too!

Between phones, TVs, and other addictive devices, the digital environment is actually harder to control, so put your phone to silent and turn off computer notifications when it's time to work.

Resist the urge to work reactively. This means not reacting to emails that come in, or getting sidetracked by other requests. You'll want to work proactively as much as possible, meaning that you set time aside for your tasks (see tip #2) and protect that time.

Minimizing distractors in your digital world is key to this type of success!



5. WEAR HEADPHONES

Yet another small and underrated step towards minimizing distractions in your physical environment is to wear noise-canceling headphones when appropriate.

Research shows that by wearing quality headphones, you are able to focus much better because you limit the amount of sounds that your brain has to process, thus freeing up mental bandwidth. This leads to increased productivity, like faster typing.

There are a number of good brands on the market, but I highly recommend the *SONY MDR-7506 Professional Studio* headphones that I use - I rarely do anything without them! They are worth their weight in gold!



6. USE ALPHA WAVES

Finally, another amazing way to get into work mode and actually focus is to listen to alpha waves. The secret to this type of background noise lies in its frequency, which silences the inner dialogue your brain inevitably carries on with itself. #Genius

Other types of background noise, for example music, isn't as effective, and if there's a song with lyrics you know, forget about it! Before you know it, you'll be singing along with those lyrics, and that eats up a lot of mental bandwidth which makes it very difficult to focus.

You'll want to minimize topic switching as much as possible, and Alpha-Waves are stellar for this purpose.



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