

## 5 Simple Strategies for Boosting Your Productivity

- 1 If it will take **2 minutes or less** to complete then do it NOW. The more we put things off the bigger the job will become. Can you breeze through the mail in less than 2 minutes? Then instead of looking through the mail and then putting it in a pile, put the bills in one place and sort the rest accordingly. Or if you can write that check quickly and take care of the bill right then you will save time later on. Don't let piles of mail accumulate - if you have put aside catalog or magazines to read "later" and you haven't touched it at the end of the week then make a promise to yourself to discard that pile. There is nothing more unattractive and burdensome than a pile of old papers, magazines or catalogs. Don't let that mail take over your physical or mental space.
- 2 **Make most efficient use of your time** - do your shopping or errands at a time when shops are not crowded. Get up early on Saturday to do your errands or do them mid week in the middle of the day when there is less traffic and shops are less crowded. You will spend much less time driving, waiting in lines and maneuvering through the stores.
- 3 **Put a time limit on web surfing** so you do not eat up that precious time. There is so much information at our fingertips and it is often hard to choose which to give our attention to. Web surfing is web surfing whether you are reading political editorials or watching cute cat you tubes and they are massive time suckers.
- 4 Misplacing items is a huge drain on your time so **make a plan for being better organized**. Always put things back in the same predictable place. Do you always drop your keys in the same place each day? Do you put your shoes in the same place? How about your Bluetooth or even your phone? All that time searching for those important items can be eliminated when we have a specific place we put things. Imagine never putting things away in the same place in the kitchen and the nightmare of trying to cook a meal while searching for the items.
- 5 **A healthy lifestyle** will naturally increase your productivity. Do your food choices put you in a food coma, especially after a heavy lunch? Do you feel sluggish from not exercising? Even not drinking enough water can make you fatigued and low energy. Drinking too much alcohol of course has obvious challenges to our productivity. You are naturally more productive when you have more energy and you have more energy when you maintain a healthy lifestyle.