Productivity Practices

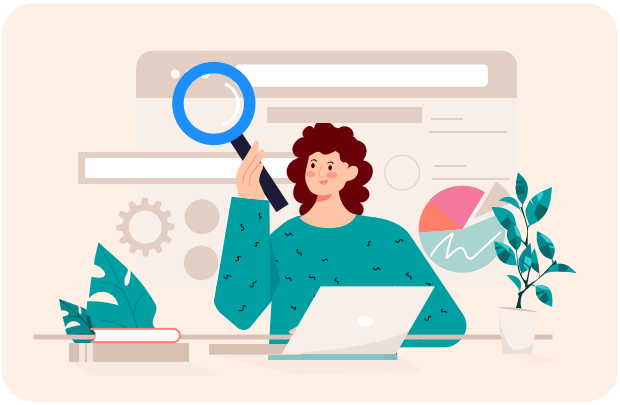
Sustainable productivity starts with working smarter, not harder. Rather than powering through long hours, multitasking constantly, or sacrificing breaks to get more done, effective work habits stem from simple strategies, clear priorities, and focused attention. Experiment with the productivity techniques below to find the approach that works best for you.



Tackle the most challenging task first



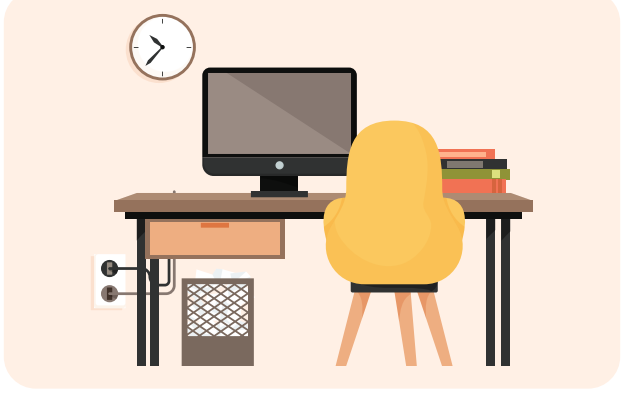
Share goals with a colleague or friend



Dedicate attention to one task at a time



Keep a "not now" list for ideas that can wait



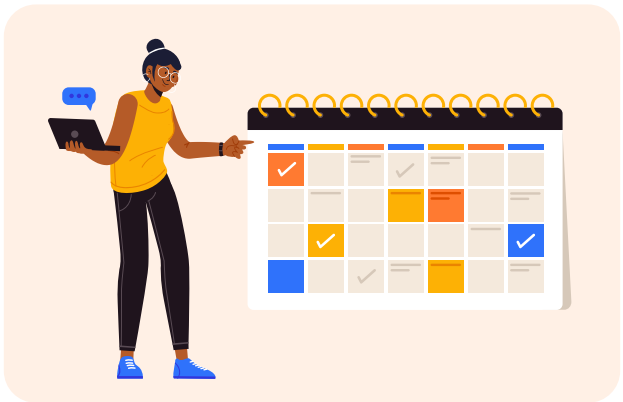
Organize your workspace and remove clutter



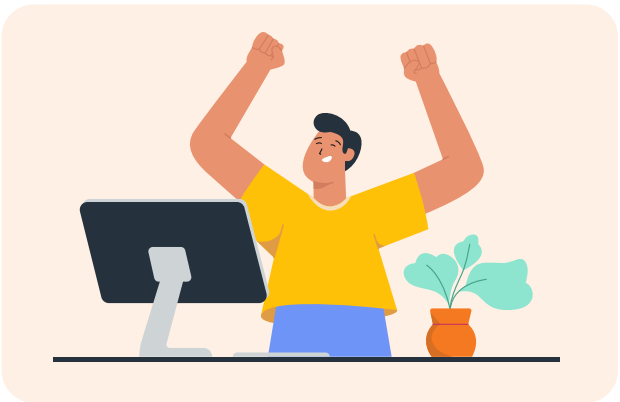
Schedule movement breaks between meetings



Break large projects into small, manageable steps



Block time for priorities (e.g., responding to emails)



Stay motivated by celebrating small accomplishments