

A person's hand is holding a smartphone over a desk. The desk has a white coffee cup, a notebook, and a pen. The background is slightly blurred. The text is overlaid on a black horizontal bar.

20 Productivity Hacks to Get More Done

Tip #1

Batch Similar Tasks

Group similar tasks, like responding to email, returning calls, and scheduling meetings, together. Focus on the theme of the jobs to better utilize your time.

Tip #2

Plan Every Day

Spend time in the evening to plan the following day's activities. This will allow you to hit the ground running the next day.

Tip #3

Break Larger Projects into Smaller Tasks

Taking larger projects and breaking them into smaller tasks can help you complete your tasks quicker.

Tip #4

Identify Problems Early

When you are making your to-do list look for problems in your schedule and start to brainstorm solutions immediately.

Tip #5

Utilize Time Blocks

With every task on your to-do list, schedule a start and stop time, to significantly improve your productivity.

Tip #6

Be Realistic

Realize that you can't accomplish everything from the start.

Tip #7

Prioritize Your Tasks

Decide what the most important tasks are on your to-do list, so you know which ones you need to tackle first.

Tip #8

Work on Your Most Dreaded Tasks First

When you can complete your most dreaded and difficult tasks first thing in the day, it can give you the motivation to keep going.

Tip #9

Start Your Day Early

Get up earlier than the rest of your family. This will give you the chance to gather your plans and anchor your day before it can get out of control.

Tip #10

Schedule Breaks

Not giving yourself small breaks throughout the day is the quickest way to decrease your productivity. Schedule at least five minutes every several hours to help you keep from becoming overwhelmed.

Tip #11

Leave Wiggle Room in Every Day

Don't schedule every minute of every day. Leaving some wiggle room in your schedule can significantly increase your productivity.

Tip #12

Delegate

Find out which tasks others can help you with and pass along those tasks that are menial or that aren't within your skill set.

Tip #13

Reexamine Regularly

If something isn't working the way you planned, reexamine your to-do list and schedule to make sure you're using your time efficiently.

Tip #14

Find a System That Works for You

Whether you like to use a pen and paper, or would rather use one of the many digital tools to make your to-do list, find what works best for you if you want to increase your productivity.

Tip #15

Stop Multitasking

Recent studies have shown that multitasking will decrease your productivity by 40 percent. Pick one task and focus on it until its complete, then move on to the next job on your to-do list.

Tip #16

Automate What You Can

Figure out your repetitive tasks and automate them.

Tip #17

Create Templates

Think of areas in your work that use the same words repetitively and create templates for them, so you don't have to create them from scratch each time.

Tip #18

Make Checklists

Checklists are a great way to keep yourself focused and on task. These can be your to-do list, a way to chronicle your priorities or help you relieve overwhelm.

Tip #19

Turn Off Distractions

Turn off your phone notifications, block your social media sites and put your phone in airplane mode to eliminate distractions.

Tip #20

Follow the Two Minute Rule

If a task arises that takes less than two minutes to complete, take care of it right away.