

Get More Done in 2021.

1.

Make Every Minute Count

Instead of idling when you have some extra time, check some much-needed tasks off your to-do list. You'll be surprised at how much you can accomplish when you optimize your down time.

TIP: Use time gaps between appointments to organize your desktop or clean up your inbox.

There were plenty of obstacles this year and we could all benefit from a fresh start in 2021! When you use the following strategies, you can plan for productivity and get back on track in the new year.

2.

Keep Your Workspace Tidy

At work, nearly 91% of employees¹ say they'd get more done if their space was better organized. To be more productive in work and life, find an organizational method that works for you.

TIP: Minimize desk clutter by sorting reports or random papers in magazine holders, and shred any items you do not need. Try to consistently declutter your space one to two times a week.

3.

Get Laser-Focused

Block out distractions when you're in the zone, and always keep your goals front and center. With your eyes on the prize, you'll be more motivated to hustle — and get more done during the day.

TIP: Write down the top three priorities you must accomplish each day to achieve larger monthly goals.

Daily Goals:

- 1.
- 2.
- 3.

4.

Reset and Recharge

In order to commit more of yourself to your work, family and friends, you need to practice self-care and fill up your own tank first.

TIP: Prioritize time to unwind. You might make time for movement, pick up a hobby, take regular walks in nature or even schedule some days off.



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Time Block Your Way to success

Chaotic schedule? Time blocking can save the day! When you plan your 2021 work and family schedules, try out these strategies.



TIP: Squeeze in a motivational podcast on long commutes!

TIP: Consider setting a timer so you stick to your set time blocks!

TIP: Turn off notifications on your phone while working.

TIP: Give most of your time to the biggest projects.

Time Blocking:

Scheduling your day into chunks of time to focus on specific activities.

Priorities Come First

- ✓ At the start of each week, schedule non-negotiable activities first, then place everything else around that.
- ✓ Getting tied up with non-essential tasks? Drop what you're doing and switch your focus to the top priorities.
- ✓ Urgent tasks should relate to your long-term goals!

Time Batching:

Group together similar tasks to maximize your time. You'll streamline your focus, get into a flow state and reduce the time you spend shifting gears between projects.

Example: Schedule time for relaxation and leisure at the end of the work day to motivate you to get everything done!

Tech Tools: Use Google Calendar or iCal to color code your schedule according to the type of event: business, personal, kids, etc. Sync it across all your devices to always know your next move!

SOURCE: 1. "How to Stop the Most Common Productivity Prohibitors." Hubspot

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