

TIPS ON INCREASING PRODUCTIVITY AND MOTIVATION

YOU GOT THIS!

Video: <https://www.youtube.com/watch?v=IHfjvYzr-3g#action=share>

<https://www.youtube.com/watch?v=maywlXFRxrs>

From: <https://www.lifehack.org/articles/productivity/top-10-tips-for-productivity.html>

- 1. Getting started is the biggest barrier but the best first step to productivity. Your brain automatically visualizes the hardest part and then provides the reasoning against diving in. This leads you to fill your time with small, mindless tasks instead of doing your work. Start with a small portion of your assignment or break your large to-do into smaller sections.**
- 2. Break your study/school assignment time into short bursts of concentrated work instead of spreading it out over an entire day. Take 15-20 minute breaks in between your bursts of work.**
- 3. Set small, achievable goals and give yourself a deadline for tasks. Establishing a target due date or time for specific assignments can improve the likelihood that you will complete it.**
- 4. Use an accountability chart. Take your schedule for the day, and write down next to each time period what you actually accomplished. This will give you a realistic picture of what you completed and helps you to avoid mindless activities.**
- 5. Stop multi-tasking. Research shows if you attempt to multi-task you will be less productive than if you focus on one task at a time. Instead, make your to do list for the day and follow it.**
- 6. Expect setbacks and when they happen, redirect your energy toward your small, achievable goals. Don't give up! Call a friend, teacher, advisor for support!**
- 7. Believe in yourself and reward yourself for your accomplishments!**

Productivity Apps: * **Todoist** * **Google Calendar**