5 Ways To Be More *Productive*

1 — Set a timer for 5 minutes and start a task. Knowing you can stop in 5 minutes makes it easier to start and you may just keep going and complete the task.

2 — Plan the next day before you go to bed. Having your plan in place allows you to get a quick start on your morning routine.

3 — Set attainable goals. Break larger goals into smaller pieces so you can hit your target each time.

4 — Get lots of rest and take breaks. You are more creative and productive if you get enough rest and take small breaks throughout the day.

5 — Invest your time in training. There are hundreds of training videos online, and many of them are available for free. The more you learn, the more productive you will become.