

# 14 HABITS TO MAKE YOU MORE PRODUCTIVE

## 1. EAT HEALTHY

The way you eat affects your performance. Start your day with a hearty breakfast. Lighten up on late-night snacking. Choose whole foods packed with nutrients that your mind and body need.



## 2. SLEEP WELL

Go to bed and wake up on a regular schedule, even on weekends. Use fans and shutters to block out lights and noise that can disrupt your rest.

## 3. EXERCISE REGULARLY

Stay active with a variety of moderate and vigorous activities. Find different ways of working out that you enjoy so you'll want to stick with them. Maybe try following an exercise regimen sometimes, while other times playing sports with your friends.



## 4. CONTINUE LEARNING

Keep your knowledge and skills up to date. Attend courses at a local university or earn certifications online. Read fiction and nonfiction books.



## 5 SET GOALS

Give yourself something to strive for each day. Having specific targets gives you motivation and helps you to evaluate your progress.

## 6. GIVE FIRST

If you want more friends and allies in your life, you may need to make the first move. Focus on what you can do for others.

## 7. ACTIVELY NETWORK

Stay in touch with former colleagues and reach out to new contacts. Go to industry events and join committees at the local chapter of your professional association. Participate in online forums and groups.



## 8. COMMUNICATE CLEARLY

Speak tactfully and directly. Practice good listening skills. Make eye contact and give others your full attention. Proofread your messages and try to be concise.

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## 9. WELCOME FEEDBACK

Let others know that you appreciate constructive input. Use their comments to make positive changes in your attitude and behavior. Thank them for their time and thoughtfulness.



## 10. TRACK YOUR ACTIVITIES

Start by figuring out where your time is going. Use a notebook or an app to record what you're doing during a typical week. You'll be able to calculate how much time you need to allocate for routine tasks, and you may discover some nonessential tasks you can eliminate



## 11. PLAN YOUR DAYS

Make your choices more intentional with a weekly or monthly calendar. Block out time for your most important priorities.

## 12. FOLLOW YOUR PLAN

IA good plan helps you only when you follow it!

Make changes when necessary but incorporate them into your plan and continue to follow the rest of the plan.

## 14. TAKE BREAKS

Remember to give yourself some down time to relax and have fun.



## 13. GET ORGANISED

Create systems and routines that will save you time and effort. Clear away clutter around your home and office. Batch similar tasks together.