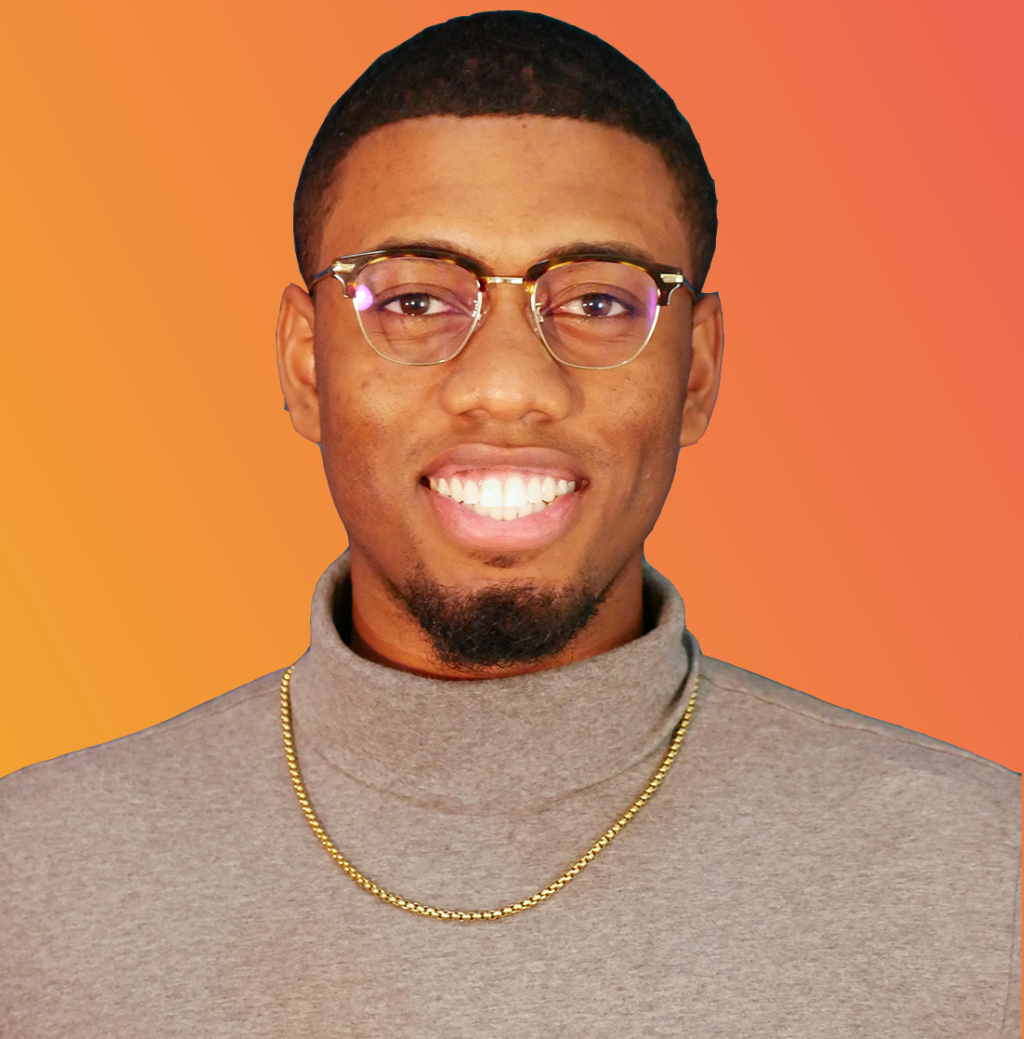# HOW TO
OPTIMIZE
PRODUCTIVITY

WITH PHEMOM

HOW TO OPTIMIZE PRODUCTIVITY

If you constantly feel frustrated about how little you accomplish despite being busy all day, you are not alone.

We all want to achieve more, and be more efficient in solving problems and reaching desired goals and yet, it is common to notice that you have been busy the whole day and yet failed to be actually productive.

This is a familiar feeling that can increase stress and anxiety and it is therefore essential to learn how to optimize productivity, in order to maintain high achievement on a daily basis.

Sometimes it can be hard to know where to start, and finding the right approach might become a daunting task.

In this short guide, you will get 14 essential, actionable tips that can help you pave your way to optimal productivity levels, so keep reading if you are ready to finally get out of the loophole.

Do You Really "Have To" Be Productive?

Before we get to the essence of this guide, we'd like to mention that you don't really HAVE TO be productive, unless, well, you aim to be better than the average human being!

Being a high achiever is about establishing a set of skills and habits that help push you towards what we generally perceive as achievable and realistic.

While many people may think that successful people are gifted or have luck, the truth is that they simply are more productive and manage to be of greater value for society.

14 ACTIONABLE TIPS TO IMPROVE PRODUCTIVITY

Again - The only cap to your productivity is held within your mind and habits and nothing else, so let's have a look at what you can actually do to pump up your productivity levels!

1. ESTABLISH A ROUTINE

A well-thought-out routine allows you to execute complex tasks quickly without giving them much thought as it becomes part of your subconscious.

An effective time-management strategy is to group similar or concurrent activities and complete them in one session.

Create a routine for different areas of your life. For example, mapping out a schedule for when you go on social media or reply to emails will help you clear out time for other productive activities.

So, form that routine and stick to it, and remember - it could not be easy initially, but it tends to become a part of you in the long run.

Just start and it will feel automatic in no time!

2. PRIORITIZE TASKS

When thinking of ways to be optimally productive, creating a to-do list is necessary as it helps you prioritize effectively.
Your list should be result-oriented, well thought out, and include essential tasks and not just random activities.

This is a way to minimize procrastination and spend your time effectively on the more important things.
Mastering prioritization helps to create a healthy work-life balance, reduce stress, and improve productivity.

Start by organizing your goals into a master list, then break them down into daily, weekly and monthly goals based on level of importance.
This helps you fight the urge to focus on simple tasks rather than complex ones and ensures you are working on meaningful things.

3. COMPLETE THE DIFFICULT TASKS FIRST

We tend to procrastinate on the most dreaded tasks, but the more you do this, the less zeal to complete them.
Doing easy activities like checking the emails first thing in the morning may give you a false sense of productivity which is terrible for you.
Instead, push those challenging tasks to the top of your morning schedule for a change!
This way, you know the day will get easier, which activates a sense of fulfillment and gives the energy boost required to perform for the rest of the day.

4. APPLY THE 80/20 RULE

The 80/20 rule is known as the Pareto Principle. It states that 80 percent of results are generated from 20 percent of actions.

Following this rule, we can conclude that in order to be productive, you need to identify those actions that yield the best results and focus more on them using this principle.

This makes you direct your attention to vital activities and spend less time on less productive ones.
It also teaches you how to distribute your time and energy, and the rule can also be rephrased as 20 percent of time yields 80 percent of results.
Using this principle helps you work smarter in handling tasks, elevating productivity.

5. STOP MULTITASKING

Many people pride themselves as great multitaskers, think again, because it only deters productivity and reduces efficiency.

Performing several tasks together can give a false sensation of accomplishment when you are unproductive in the real sense.
It will also leave you with multiple uncompleted projects and quickly drain your energy.

The brain cannot execute multiple tasks simultaneously, one thing at a time, so switching from one thing to the other reduces efficiency and accuracy.
To be optimally productive, direct all your attention to one task, and tune out all distractions till it's time to take a break.

6. USE THE POMODORO TECHNIQUE DURING TASKS

The Pomodoro Technique is a time management method that helps improve focus.
It asks you to alternate focused work periods with frequent short breaks to ease fatigue and mental strain.
The goal is to boost concentration and stave off every form of distraction.
To start this, follow these steps;

- Pick a task from your to-do list.
- Set your timer for 25 minutes and focus on this task till the timer rings.
- After the time elapses, take a five-minute break. Mark this as one Pomodoro session.
- Take a more extended break of between 15-30 minutes after the completion of 4 Pomodoro sessions. Then repeat the cycle.
- Focus on one task for each session and remove all forms of distractions.

7. ELIMINATE DISTRACTIONS

We face many distractions that impede productivity, from emails to our phones and social media, some of which even presents as "work."
We have become addicted to being online and checking notifications and the news feed, without realizing how much time we waste doing this.
Leaving room for these distractions reduces productivity and saps energy, so make a conscious effort to eliminate them.

One major distraction that many people struggle with is social media. Most times, they don't even realize the ton of time spent there daily. Record the start and end times for every time you visit your socials and add up the total time at the end of the day.

If you are shocked by the high number you see, it's time to limit your usage and divert it to more goal-oriented projects.

8. PLAN AHEAD

Whether daily, weekly, or monthly, planning is a deliberate approach that keeps you in control of your life.

It makes you accountable and gives you something to look forward to, creating the zeal to work towards it.

If you don't plan, the time goes by with little or no progress to show for it, leaving you feeling stuck. Furthermore, not clarifying what you need to do for the day, you find yourself busy and not necessarily productive.

Start planning your day to execute more in less time, and you will see your workflow become seamless.

9. SET REALISTIC GOALS

Setting goals is vital for whatever you want to achieve, and it is like that compass that directs you at every turn.
When you have plans, you have a clear picture of your destination, and you are motivated to work towards it.

This is rewarding because it boosts productivity and performance by providing milestones to track your progress. With the above in mind, follow the SMART concept to create your goals.

Set goals that are Smart, Measurable, Achievable, Relevant, and Time-bound, as this can help greatly enhance your productivity and ensure you remain focused on work.
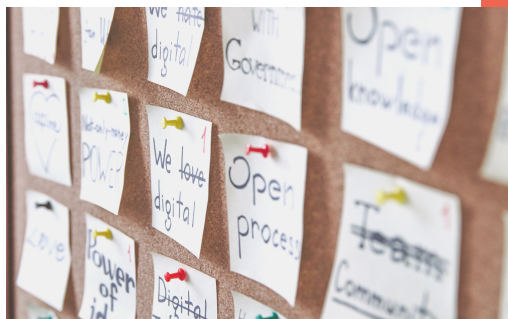
10. BE ORGANIZED

There are many things you need to get done, like planning your day and creating lists, which can get hectic pretty fast.

Thus, it is necessary to create a simple and organized system to save time and reduce stress.
Whether it is your strength or not, everyone should cultivate this habit, so make a seamless system to prevent yourself from getting overwhelmed.

Declutter your desk by getting rid of unnecessary papers and creating a proper filing system for the important ones.
Arrange the files on your computer correctly, making it easy to locate any item; this is a huge time saver.

Keep a calendar for all your tasks and meetings and sync it to your email, so you never miss a deadline. Find the approach that suits you and watch your productivity rise!

This habit helps to declutter your mind, keep track of all your ideas and clarify your goals.

Writing down your goals and thoughts pushes you to visualize and evaluate them, spurring you into action.

So, practice this to give yourself a constant reminder of the things you intend to achieve, and it will drive your productivity.

11. WRITE DOWN YOUR IDEAS

Your ideas can leave as quickly as they come so be ready for your next big idea at any time because you never know when it can drop.

Have a note and pen at all times, or use your phone to note all your thoughts and ideas.
Never push it for later because there's a high chance you forget.

12. GET ENOUGH REST

Long working hours, early morning commutes, large workload means that you may not be getting enough rest.

In a quest to become productive, sleep is sacrificed to get more work done, and the majority wear this like a badge of honor.

However, this will inhibit your productivity, as quality rest is essential for working hard and being productive.

This is simply because it rejuvenates your energy, improves brain functions, and elevates focus while also helping you automatically integrate sensory information you've taken throughout the more active part of your day.

You must prioritize rest not to burn out; it's okay to pause and take a breather to replenish your strength - It keeps your mind alert to make correct decisions and implement your tasks effectively.

13. DIVERSIFY YOUR TIME

Knowing how to devote your time to different tasks is one of the ways to increase your productivity.

Don't overload your to-do list or allot too much time for one activity and allow other areas to suffer. It would be best if you found the right balance.

If you focus too much on one area of your life and realize you get exhausted, perhaps it's time to restrategize and refocus.
Part of being productive is learning how to spread your energy, let your goals guide you through this.

14. LEARN TO DELEGATE

Many times, we deter productivity by handling too many projects; this is a huge mistake! We do not have to do everything to be considered successful

Failing to delegate only saps your time and energy, thereby limiting your productivity.

You need to learn that some people are better suited for specific tasks and allow them to help you.
It also enables you to free up valuable time for more productive projects.

FINAL THOUGHTS

As humans with complex thought processes and immense mental capabilities, becoming a high achiever is only a matter of optimizing your skills and habits.

If you are determined to perform at the highest level, experiment with these 14 tips and you may find yourself to be in a seamless, productive flow!

Stay on the top of your game and never forget that you can always do more and improve.

Make sure you stay on the lookout for my personal development course that will transform your habits so you can create the success you desire!