



MY CAREER PATH PODCAST



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PRODUCTIVITY TIPS - FREE PDF

Being productive isn't always about doing more—it's about doing what matters most. These 7 tips will help you work smarter, stay focused, and build momentum without burning out. Enjoy!

1) REMOVE DISTRACTIONS

Remove distraction completely. Typically, our phones are the biggest distractions. Get them away from your workspace entirely. No distractions = more focused and better work.

2) PRIORITIZE DEEP WORK

Block out uninterrupted time for high-impact tasks that require your best focus. This builds meaningful progress faster than staying “busy” with small tasks. Don't multitask!

3) KEEP WORKING SPACE TIDY

Set up your workspace to encourage focus: clean desk, minimal visual clutter, and tools you need within reach. Use background sound or lighting that signals “work mode.”

4) PROPER EXERCISE & SLEEP

Regular physical activity and proper rest are non-negotiable for focus, memory, and mental clarity. Even short walks and consistent bedtimes can transform productivity.

5) DOPAMINE RESET & PURPOSEFUL BREAKS

Step away from screens and overstimulation to reset your brain's reward system. Use mindful breaks—like walking without your phone or journaling—to come back refreshed.

6) MOTIVATION THROUGH PURPOSE

Tie your tasks to a bigger goal or reason. When you know why something matters, it's easier to push through discomfort and stay consistent and productive.

7) USING TIMERS

Work in short, focused bursts (like the Pomodoro method. 25 minutes on, 5 minutes off) or experiment with other timing systems. Timers create urgency and help maintain energy.