

## Tips for Increasing Productivity

- Track and limit how much time you spend on tasks
- Take regular breaks
- Set self-imposed deadlines
- Follow the "two-minute rule"
- Just say no to meetings
- Hold standing meetings
- Quit multitasking
- Take advantage of your commute
- Give up on the illusion of perfection
- Take exercise breaks
- Be proactive, not reactive
- Turn off notifications
- Work in 90-minute intervals
- Give yourself something nice to look at
- Minimize interruptions (to the best of your ability)

