

13 tips to increase productivity

Modern man is desperately short of time for all desirable things. But it so happens that it is not that not enough hours in the day, and that the majority of the time spent wrong. So you need to learn to enhance their productivity. And this will help the following tips.

1. *Quiet location.* The best method-anything not to be distracted. Then all thoughts will be directed only to the solution of the problem. If it is not possible to retire, it will help earphones with quiet music.
2. *Try to do the work at a higher pace.* That is, you need to set yourself up for acceleration.
3. *Comfortable working place.* If there where people there disorder and chaos, it begins to distract and annoy. In disarray is not possible to find everything you need quickly that does not relax and tune in a working mood.
4. *Setting of clear goals.* If at the beginning the works will be specifically designed and painted all the points, the whole process will be much easier and faster. Indeed, it is not necessary to dwell on what follows each step, and therefore the idea of the whole work is not likely to be lost.
5. *Do not be put off.* Everyone knows the saying that we should not postpone for tomorrow what you can do today. If the goal is set, it is recommended to start the job immediately. Since the solution already lies on the surface and the process will be more productive.
6. *The goal every day.* If you have a large load, you don't need to tackle everything at once. There's never anything on time did not. First we need to sort them by deadlines and importance. Every day to complete one important work and one of the last in the task list.
7. *Group goals.* If the tasks have a similar process, they must be combined into a single goal and run in parallel. For example, telephone calls and entering data into the database.
8. *Early rise.* Since ancient times all work was started early in the morning and was able [essay writing services reviews](#) to redo a lot of stuff. In the modern world also actively practiced this method. If you start to accustom himself to rise at 6 o'clock, it will be time to pack up and thoughts on the process of task execution.
9. *Start tomorrow today.* Better the evening to consider those things that need to be done tomorrow morning. And this technique is relevant not only for work but also for home. Then the morning will be more balanced, without excessive nervousness. If you start the day calm, it will pass more productively.
10. *If the task is extremely unpleasant,* then it needs to perform immediately. Then there will be more time for more pleasurable tasks.
11. *To determine the mode of the day.* Even for adults it is necessary. It is recommended to determine what time of day the execution of the work are most effective and why. Then you can plan all the important things at this period and create the proper environment.
12. *The reward for a job well done.* You need to reward yourself for accomplished actions (especially the most difficult and unpleasant). It can be a walk in a beautiful place or going out for coffee or a movie, or just a tasty tea, reading interesting books.
13. *To divide complex work into small parts.* If the task is challenging and long, for greater productivity it is necessary to divide it into smaller parts. So the work will be executed easier and productive. Do not forget about the constraints of time.

These methods are basic. They can be taken as a basis for developing their productivity. Taken as one method and combine several into one. The main thing is to listen to yourself and find an acceptable.