

# SIX HACKS TO ULTIMATE PRODUCTIVITY

Hacks help us perform everyday tasks smarter and with greater efficiency. And when it comes to productivity, smart and efficient rule the day. So we've chosen six hacks to help you and your employees become your most productive selves.



## TELL YOUR SMARTPHONE TO DUMMY UP

There's nothing like a buzzing, beeping or musical notification to pull you out of your zone. Noncritical notifications have their place, but not in your focus space. **Turn them off.**

## STOP MULTITASKING

Science shows that our brains don't multitask. We simply switch from one task to another – usually without completing any to a greater or lesser extent. **Choose a task, focus on it and be done.**



## TAKE CALENDAR CONTROL

To see how much you can actually accomplish in one day, take to-do's, email reading and responding and myriad tasks and schedule them on your calendar. **It will help you set realistic workday goals.**

## GIVE ME A BREAK!

Our minds aren't geared for hours of nonstop concentration. Some people use the Pomodoro Technique – 25 minutes of concentrated work then a five-minute break. **Don't underestimate the power of a break.**



## MANAGE MEETINGS

Try scheduling an hour meeting for only 45 minutes. Better yet, keep most meetings at 30 minutes. **People will be more focused and, hopefully, the one-hour-plus meeting will become a thing of the past.**

## USE PRODUCTIVITY TOOLS

**Use handy helpers to gain control of things that bounce uncontrollably around your day.**

- For time management, try RescueTime, Toggl or Remember The Milk.
- Stumble across something to read later? Try Feedly Pocket or Evernote – they work across all your devices.
- Keep passwords in one place with LastPass or Dashlane.

## NEXT STEPS

- Share this list with employees to help them stay focused.
- Commit to yourself, or with others, to put these hacks into practice.
- Talk with others to see how they work – or how they can be improved.