

50 TIPS ON FOCUS AND PRODUCTIVITY

1. “Without great solitude no serious work is possible.” – Pablo Picasso
2. Know when to delegate; know what you do well and what you don’t to help you stay focused and be more productive.
3. Chew a stick of gum to help you stick to a task and become faster and more accurate doing it.
4. Perform concentration exercises to improve your ability to focus.
5. Write down your distracting thoughts on your “someday list” so you can forget them.
6. Reward yourself for sticking to a task until it’s completed.
7. Nip procrastination in the bud. Set up a routine to follow for tasks that you often procrastinate on.
8. “Nothing is less productive than to make more efficient what should not be done at all.” – Peter Drucker
9. Don’t multitask by switching between one project and another. Multitasking can reduce productivity.
10. Be present when you are with others. Don’t look at your cell phone, email or social media updates.
11. Take advantage of phone and computer apps to keep you organized and productive.
12. Make time for fun and laughter to increase your memory. A good memory improves focus and concentration.
13. Learn to give up what’s not really important to be more productive. Are you willing to outsource it?
14. Combine low value tasks. Run all your short errands at the same time. Make all your phone calls in one sitting.
15. Keep a single minded focus on what you are working on at the time. Don’t think about what is coming later.
16. “The simple act of paying positive attention to people has a great deal to do with productivity.” — Tom Peters
17. Set up your daily tasks the day before. Set up your top 6 priorities and when you will work on them.

18. Stick to your commitments. Don't let others distract you when you are committed to working on something.
19. Use your mornings to focus on you. Meditate, read the paper, eat a healthy breakfast.
20. Take one day a week to recover, refuel and regenerate your mind and body.
21. Learn to say no to distractions in order to increase your productivity.
22. Turn off email, cell phones and any other distractions so you can focus on one task at a time.
23. Set deadlines for important goals. Deadlines will force you to work harder and more effectively as you get closer to the deadline.
24. "Tell me to what you pay attention, and I will tell you who you are." – Jose Ortega y Gasset
25. Make it a habit to touch paper only once. When you sort your mail, be sure to file it, trash it or pay it.
26. Create a "Stop Doing It" list. Put things on here you can outsource, no longer need to do or longer interest you.
27. Become completely aware of when you start doing a task and become aware of the urge to do something else in the middle of it.
28. Keep a short 1-3 item list of tasks to do each day. These should be your "Most Important Tasks" list.
29. Don't do anything else before doing the first thing on your short list. That includes email, social media and everything else.
30. Learn to single-task. Keep things focused and effective by single-tasking. Focus on one task until it's done.
31. Be more productive by taking a short break at least once an hour. This keeps your mind fresh and awake.
32. "Don't interpret anything too much. This is time waster number 1." — Dee Dee Artner
33. What do you focus on that's absolutely essential? What isn't as important? Figure out your top priorities to be more productive.
34. Drop one feature that doesn't need to be in your project, do one less service, or do one fewer project at a time to get laser focused.
35. A short walk can be a fabulous boost to your focus, productivity, and clarity of mind. It helps your health and waistline, too.

36. Set aside time to deal with any worries you have. Don't bring them to your work area when you are trying to focus on a task.
37. Shift between high and low attention tasks to give your brain a boost after you've been concentrating hard.
38. Plug in your headphones to listen to peaceful music while you focus on the task at hand.
39. Do focus exercises to increase your focus. Focus for one minute on one task. Repeat until your focus becomes longer.
40. "Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus." – Alexander Graham Bell
41. If you're feeling unfocused and sleepy, add a little vitamin D or get outside to soak up some sunshine.
42. Use supplements to help you focus. The Vitamin B complex group as well as Vitamin D and Lecithin all promote brain health.
43. Eat superfoods like berries, walnuts, spinach and avocados to improve your concentration.
44. Use the Pomodoro technique to help you stay focused. Choose one task to focus on for 25 minutes and then take a 5 minute break.
45. Take your time and work steadily to get the job done. Work at a pace that allows you to get through your work without stress.
46. Use technology to your advantage. Online tools and apps for smartphones can keep your lists, goals organized. Evernote is one to try.
47. Do some exercises that are aimed purely at boosting your concentration, like reading a paragraph over and over.
48. Drink more water to keep hydrated. Dehydration can make you lethargic and have a lack of focus.
49. Wiggle your toes. This mindfulness trick brings you back to what you're working on if your mind begins to wander.
50. "Multitasking is a lie." — Gary Keller, *The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results*