



Productivity Checklist

A Practical Guide for Busy Professionals

Boost your productivity and get more done with this simple but effective checklist.

Each action includes helpful hints and tips to help you work smarter, not harder!



Productivity Checklist


1. Start Your Day with a Plan

How-To:

- Spend 5–10 minutes each morning writing down your top 3 priorities for the day.
- Use a notebook, task app, or sticky notes — whatever works best for you.

 Tip:

 Prioritise tasks that align with your bigger goals, not just the urgent ones.

 Try the **80/20 rule** — focus on the 20% of tasks that will generate 80% of your results.



2. Time Block Your Day

How-To:

- Divide your workday into chunks of time dedicated to specific tasks (e.g., 9–10 am = Emails).
- Include short breaks between blocks to reset your mind.

 Tip:

 The **Pomodoro Technique** works well — work for 25 minutes, take a 5-minute break.

 Protect your focus time by setting your status to "Do Not Disturb."



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3. Eliminate Distractions

How-To:

- Put your phone on silent or in another room.
- Close unnecessary tabs and mute notifications.
- Let colleagues know when you're in focus mode.

 Tip:

 Use apps like Freedom or Focus@Will to block distracting websites.

 Noise-cancelling headphones can help you stay in the zone.



4. Tackle Your Toughest Task First

How-To:

- Identify the most challenging or important task on your list.
- Tackle it when your energy and focus are highest (usually in the morning).

 Tip:

 This is called "eating the frog." Once it's done, everything else feels easier.

 Reward yourself afterwards with something small to reinforce the habit.



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5. Use the Two-Minute Rule

How-To:

- If a task takes less than two minutes, do it immediately.
- If it takes longer, schedule it for a later time.

 Tip:

 This helps you avoid small tasks piling up and overwhelming you.

 Keeps your inbox and workspace clutter-free.



6. Keep Your Workspace Clean and Organised

How-To:

- Start and end each day by tidying up your desk.
 - Keep essential items within easy reach.
 - Remove clutter and unused items.

 Tip:

 A clutter-free space = a clutter-free mind.

 Try digital organisation too – keep your desktop and inbox tidy.



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7. Automate and Delegate

How-To:

- Use automation tools for repetitive tasks (e.g., email sorting, meeting scheduling).
- Delegate tasks that others can handle better or faster.

Tip:

 Tools like Zapier and Trello can automate tasks and streamline processes.

 Focus on high-value tasks – not admin work.




8. Take Breaks to Reset

How-To:

- Step away from your desk every 60–90 minutes.
 - Stretch, walk, or do breathing exercises.

Tip:

 Try the 20-20-20 rule: every 20 minutes, look at something 20 feet away for 20 seconds.

 A 5-minute walk can boost creativity and reduce stress.



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✔ 9. End the Day with a Review

How-To:

- Spend 5 minutes reflecting on what you accomplished.
- Write down any unfinished tasks for tomorrow.

💡 Tip:

👉 Celebrate small wins — they keep you motivated!

👉 Adjust tomorrow's plan based on what worked today.



💪 10. Get Enough Sleep and Hydration

How-To:

- Aim for 7–8 hours of sleep each night.
- Keep a bottle of water at your desk and sip regularly.

💡 Tip:

👉 Good sleep improves focus, memory, and decision-making.

👉 Staying hydrated helps prevent fatigue and brain fog.



🔔 BONUS: Productivity Killers to Avoid

✗ Multitasking — It reduces focus and increases mistakes.

✗ Overloading Your To-Do List — Focus on 3–5 key tasks per day.

✗ Skipping Breaks — Your brain needs rest to function at its best.

👉 Start small! You don't need to master all of these at once — even adding two or three to your daily routine can make a big difference.

