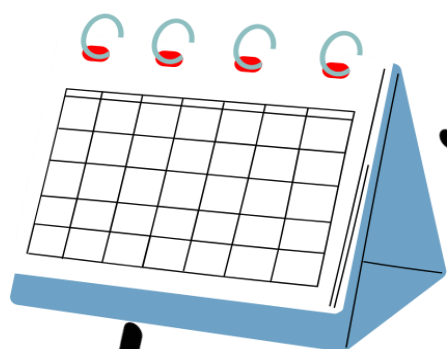


5 Tips To Be More Productive

Set a timer for 5 minutes and then start a task.

Knowing you can stop in 5 minutes makes starting easier, and you may keep going and complete the task!

1



2

Plan the next day before you go to bed. Having a plan will help you quickly start your morning routine

Set attainable goals. Break larger goals into smaller chunks, so you can hit your target each time.

3



4

Get lots of rest and take breaks. You are more creative *and* productive if you get enough rest and take small breaks throughout the day.



Invest your time in training. Hundreds of training videos are available online, and many are available for free. The more you learn, the more productive you will become.

5

