

6 tips to become more productive at work

Productivity means you make the most of your time. You may get more done with less time or with fewer people. But it's not just about being fast, it's about maintaining quality too. Learning to be productive means you can showcase your talents and abilities by doing a great job with the resources and skills you have.

Boosting productivity is often easier said than done. When you're tired, distracted or simply don't know how to organize your day, it can be hard to stay productive. Try these tips to make the most of your workday — and get more satisfaction out of your career while doing it!



1. **Break down big tasks.** Large projects can be overwhelming, so we often put them off because we don't know where to start. Instead of letting a large project sit on your to-do list, write down the first step you need to do to get it done. Make it something you know you can do, and set a deadline for yourself. Once that's done, move on to the next step, and so on.
2. **Have real conversations instead of emailing.** Email chains can become time-wasters and often lead to misunderstandings or missing information. When possible, talk to someone in person or on the phone instead of starting an email trail.
3. **Check email at set times.** We can't avoid email completely, but constant inbox chimes can quickly diminish your productivity. Instead of reading every email as it comes in, turn off your email program and only check it two to three times a day.
4. **Take quick breaks when you can.** Back-to-back meetings or intense work sessions can drain you. But you don't need to wait until your lunch hour to energize yourself. If you can, take a few moments to get up and walk around. Stretch at your desk or try deep-breathing exercises.
5. **Tackle those little things to clean up your to-do list.** If you have a bunch of small, quick tasks nagging at you, set some time aside to get them done. Then you can focus on the bigger, more important things without other distractions.
6. **Set your own deadlines.** If a task or project doesn't have a due date, it's easier to put off. Even if a specific deadline hasn't been set, you can give yourself one. This helps you avoid hanging onto those things that sit undone for days or weeks.