PRODUCTIVITY TIPS



. Write down every upcoming task.



5. Batch process routine or similar tasks.



2. Use 10 minutes to prep for tomorrow.



6. Delegate whenever it makes sense.



3. Do your most dreaded task first.



7. If the answer is no, then just say no.



4. Turn off outside distractions.



8. Eat right and exercise every day.

Tips Digital Productivity

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