

20 Productivity Tips to Stay Focused

INCREASE YOUR PRODUCTIVITY

Tip 1 Community

Ask the Wealthy Affiliate community when you are stuck. Do not struggle too long with a problem. Just ask for help right away! Not a member yet? [Create your free account today.](#)

Tip 2 TV

Turn off your TV and turn on some instrumental music. Sung texts distract much more.

Tip 3 Hours

Use the early hours in the morning, not the late hours at night. Go to bed at 22.00 hours and start your day at 4.00 o'clock. You are much more concentrated early in the morning than late at night.

Tip 4 Social Media

Schedule your time on Social Media. Share your post on different Social Media. Like, comment and share a few posts of others and get your ass out of there.

* It's important to like, share and re-tweet post of others, because it's more likely they will do the same for you.

Tip 5. Multy-tasking

Stop that right away, on paper it sounds good but it doesn't work! Focus on one task at the time!

Yip 6. Rewardings

Reward yourself when you have done a great job. That can be anything. From, allow yourself to watch some series to a piece of chocolate, a visit to the hairdresser, pizza or a pint on a terras.

Tip 7. The Perfectionist

Do not be a perfectionist. It takes lots of time to make something perfect. Just make it good. Publish and go over your post again a week later. You shall see that you have produced a great post!

Tip 8. Writing pad

Always carry pen & paper. Do not use loose sheets, use a copybook. Be sure you have a copybook on your toilet and next to your bed. Or if you are handy with the smartphone, use your recorder or the digital notepad.

Good ideas are coming up in your head at the weirdest times. Note them down right away!

Tip 9. Be the Boss

Delegate! You are working at home. You are not just playing some game on your computer. You are working on an additional family income. Involve your spouse and children in the housekeeping. Delegate chores.

Tip 10. YES

Stop saying YES to everybody. Ahh you are working at home, then you can drive the children to an excursion, and you can organize the parent evening at school, and you can flyer for the fanfare. **NO**, you have work to do. You are working at home! Say NO!

Tip 11. Up to date

You do not have to know everything right away. Schedule some time for your favorite glossy. Or better, make it a reward! When you are a news-guru, 2 times a day watching will be sufficient, the morning and the eight o'clock news will keep you up to date.

Do you really need to read all the emails, blogs, newspapers, and magazines that you receive every day?

Tip 12. Smartphone

What'app, sms, FB etc. When you can't leave it alone, put your smartphone into the drawer while you are working.

Tip 13. Avoid stress

Take your time, don't let anything rush you. When you find yourself being stressed out. Take a moment of Zen. Take a deep breath, say to yourself it is not a sprint, it's a marathon. Every step you take will bring you closer to your goal. Enjoy your steps!

[Listen to this Zen music](#)

Tip 14. Take breaks

A truck driver has to take breaks, he has a tachograph. 3,5 hours driving, 45 minutes rest. Keep a schedule for your business too. Work no longer than 90 minutes in a row. Do not rush your dinner or coffee break. Take your time. Exercise a bit. And for sure, don't eat your dinner while working!

Tip 15. Deadlines

When you have set a deadline for yourself, don't break it! Keep yourself to it! Once broken a deadline, always broken deadlines. It sneaks into it.

Tip 16. Lists

Make a list for one day. And make that list for the next day at the end of each working day. Everything what comes into your mind during the day you write on another list. Make a daily manageable list depending on how much time you have.

The things you have not got round, you move to the first tasks of the next day.

Tip 17. Working place

Create a private working space. Take your business seriously. Keep your household work and your business separated. A spare room would be perfect, but when not available, create your own little corner in the living room. Keep your desk tidy.

My working space.

Tip 18. Timer

Set a timer. Estimate how long you want to be doing a job.

[Set a timer](#)

Tip 19. 2 minute rule

Do tasks which will not take more time than 2 minutes right away.

Tip 20. Distractions

Recognize your pitfalls.

Whether it's Facebook, Whats-app, reading unnecessary stuff, watching TV, playing with the dog, spoiling your kids (you can teach them, they have to leave you working for half an hour), whatever your pitfall is, take precautions.

Bonus Tip

Love what you do!

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