10 Productivity Hacks for 2021

1. **Set up a work environment conducive to focusing**

   Eliminate clutter and distractions from your desk to foster a clear mind.

2. **Set your goals & priorities the night before**

   Take a few minutes to evaluate your day's progress and make a plan for the following day.

3. **Time block**

   Workplace time management is challenging. Studies show that you can realistically focus for around 25 minutes before needing a short break.

   Block out your day by project and priority. It's OK if you don't 100% stick to your schedule, but it's good to have a framework for the week.

4. **Schedule your most important task for when you're at peak productivity**

   Some people do their best work first thing in the morning, but some don't. If your most productive time is 2pm, schedule your most important project for that time block!

5. **Have virtual meetings with coworkers**

   Especially in times of limited contact, consistent check-ins with coworkers are important!

   Not every meeting has to be a "meeting." You can have collaborative work-flow sessions, 15-minute check-ins throughout the week, and project-based virtual meetings!

6. **Get enough rest & take care of your body!**

   Stay hydrated and take snack and movement breaks.

7. **Practice "deep work" several times a week**

   Get into the flow state – a period of energized, focused work – a few times a week.

   Not every work hour is going to be deep, but think about the big projects of your week that demand creative energy and schedule deep work sessions.

8. **Batch the small tasks**

   Instead of reacting to things as soon as they pop up, jot them down. Then, later, do a bunch at the same time. This prevents them from constantly interrupting your workflow.

   Finish each task before moving on to the next. Otherwise, you'll forget things, and it becomes unproductive multitasking.

9. **Embrace sticky notes**

   Remove all possible distractions and keep one task on a note in front of you to remind yourself of your current focus.

   If it's a batch of tasks, stack your sticky notes.

10. **Take breaks**

    Set a timer to step away from your work. Breaks provide you with a renewed perspective and more effective problem-solving.