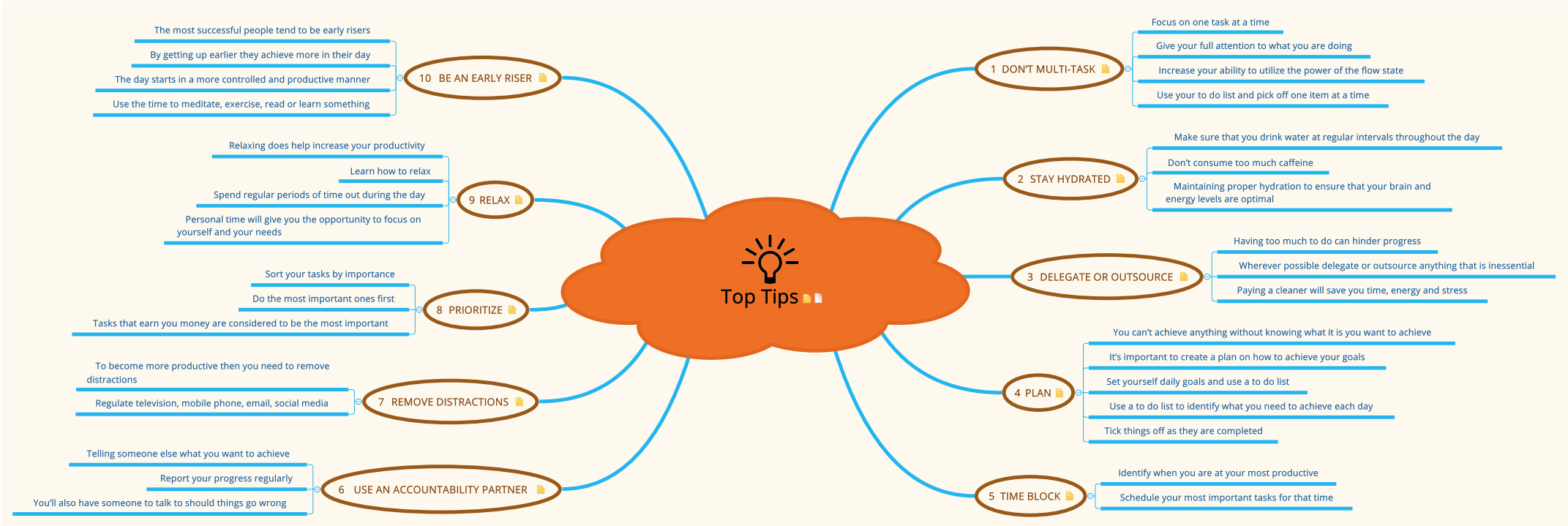
Top Tips
1 DON'T MULTI-TASK
Focus on one task at a time
Give your full attention to what you are doing
Increase your ability to utilize the power of the flow state
Use your to do list and pick off one item at a time
2 STAY HYDRATED
Make sure that you drink water at regular intervals throughout the day
Don't consume too much caffeine
Maintaining proper hydration to ensure that your brain and energy levels are optimal
3 DELEGATE OR OUTSOURCE
Having too much to do can hinder progress
Wherever possible delegate or outsource anything that is inessential
Paying a cleaner will save you time, energy and stress
4 PLAN
You can't achieve anything without knowing what it is you want to achieve
It's important to create a plan on how to achieve your goals
Set yourself daily goals and use a to do list
Use a to do list to identify what you need to achieve each day
Tick things off as they are completed
5 TIME BLOCK
Identify when you are at your most productive
Schedule your most important tasks for that time
6 USE AN ACCOUNTABILITY PARTNER
Telling someone else what you want to achieve
Report your progress regularly
You'll also have someone to talk to should things go wrong
7 REMOVE DISTRACTIONS
To become more productive then you need to remove distractions
Regulate television, mobile phone, email, social media
8 PRIORITIZE
Sort your tasks by importance
Do the most important ones first
Tasks that earn you money are considered to be the most important
9 RELAX
Relaxing does help increase your productivity
Learn how to relax
Spend regular periods of time out during the day
Personal time will give you the opportunity to focus on yourself and your needs
10 BE AN EARLY RISER
The most successful people tend to be early risers
By getting up earlier they achieve more in their day
The day starts in a more controlled and productive manner
Use the time to meditate, exercise, read or learn something