

Let's Boost Our Productivity

To the majority of us these past few weeks have brought upon a lot of change that has required us to adjust. These adjustments have all affected us differently; however, one thing we are all doing, is staying in a single place for extended periods of time. Have you felt yourself becoming less productive than you wish? Or perhaps, you have been over productive, but feel bored or inactive at times? Well, give yourself some compassion, because these adjustments are hard! You're changing your entire lifestyle, and it wasn't by choice. Read the tips below regarding how to boost productivity and beat boredom.

- **Believe that you have a purpose for the day.**
 - Remember that there is more to life than what is right in front of you.
 - Think of 3 things that you are grateful for. Let those things motivate you to live your best day today.
- **Start your day with 10 minutes of your favorite thing to do.**
 - Humans are made uniquely with different hobbies and skills. Just because we have tasks and responsibilities, does not mean we lack the time to do the things we love.
 - Set your alarm 15 minutes earlier than your regular day and enjoy your hobby. It is okay to give time to yourself. This will increase your willpower to accomplish your tasks for the day.
- **Show up.**
 - Everyday, wake up and show up to your computer just as you would to work.
 - Stay on top of deadlines.
 - Be alert and intentional with your decisions. Participate in your meetings, engage in social conversations, learn more about your peers.
- **Declutter.**
 - Pick a closet, drawer, or room and clean it out.
 - When our work space is organized and clean, our mind space follows.
- **Manage your time with daily to-do lists.**
 - I must get done today.
 - I hope to get done today.
 - I will get done this week.
 - Set a time of day to log off! If you were productive today, you can be productive tomorrow. Let yourself unplug and rejuvenate.
- **Accountability.**
 - Stay connected to your team/colleagues.
 - Think of how you can help your friend, spouse, kids.
 - Ask for someone to keep you accountable to your goals. There are people around you that care. If there is something you care about, chances are that they care, too.
- **Remove your distractions.**
 - Create a clean space that is dedicated to your individual daily tasks.
 - Desk and computer for work
 - Bed for sleep
 - Kitchen for food
- **MOVE.**
 - When you begin to feel drained, get up and move.
 - When you feel bored from a task, stand up, do a few squats, and commit to finishing that task.
- **Be mindful.**
 - Regardless of the circumstances and your environment, you have the power to control your situation with the perspective you have.
 - Reevaluate your goals, reflect on why you have them, and pursue them.
- **Give yourself some compassion.**
 - It is okay if you don't complete your to-do list. Forgive yourself.
 - Take 5 minutes to breathe. Even when you don't want to return to your responsibilities, commit to 10 more minutes of work. Those 10 minutes will turn into an hour.