

Most people see **productivity** in terms of 'How much can I get out of this time / resource' - I see things differently - as a mindset!

1. TAKE TIME OUT

Many may not get this at first, but only when you have time to step back, reflect and get a full picture view, will you see the full opportunities of what you are working on. This might be a leisure activity you enjoy, time with the family or a vacation. Or even simply time to yourself to meditate. Find what works for you!

2. GET ORGANISED

Being a Digital Nomad, for me this involves a CRM (Customer Relationship Management) system, for bookings, appointments and notes, But I also love the physical reminders in my Bullet Journal - which also allows and inspires more creativity. Find a solution that works for you but I would definitely say its' worth including these in any business:

Calendar + CRM + Journal / Notebook

3. SOCIALISE MORE

If you are member of the Chamber Of Commerce, then this shouldn't be too hard. But check out things like Meetup.com, eventbrite and the like, to expand your network, attract new work and create serendipitous opportunities.

4. GET OFF FACEBOOK

Yes we all love those cat videos, but when you are working, did you realise you can manage your page from a separate app that clears out the noise. The same applies on the desktop. When you remove all the distractions - you will find out the full potential of what you can achieve in a day.

5. BE MORE ACTIVE

Exercise is proven to improve your mood and help you to stay more focussed. Quit the excuses & get moving, you will only realise it's power once you start! Endorphins in your body when you start the day, mean you will be happier and more motivated throughout the rest of the day - why not give it a try!

6. CHUNK IT DOWN

What do I mean by this? It's simple - any job can be broken down into lots of smaller tasks, that when completed give the outcome of the main overarching goal. So look at how you can break jobs down into smaller pieces, to make them more manageable. This way as you achieve you notice it more, rather than waiting until the BIG job was completed. Feeling good, once again helps you be more motivated and focussed.

7. REFINE YOUR SYSTEMS & PROCESSES

When did you last look at the way you do things. So many businesses grow fast, and setup systems to cope or manage - but not to excel. Then they continue to grow and rarely do they look back and refine each of them. This same applies in our personal lives - When did you last look back and refine your systems & processes? Why not look today...

8. DRINK MORE WATER

There is evidence to support the idea that when well hydrated we are able to concentrate better. Not only this but it will keep you active and force you to take breaks from your tasks, thus enforcing some of the other tips. Screen breaks, and getting up and moving around are great for clarity and focus.

9. REMOVE DISTRACTIONS / LIMIT INTERRUPTIONS

Phone on silent, Facebook closed and focussed on the job in hand. This point looks different for everyone. As a digital media agency we split what notifications are on what devices, so that we can 'filter' the distractions. We also handle the expectations of others by including things like the times we read emails on our email footer. Meaning there are less of them or more urgent enquiries come direct by call instead, and are actioned immediately.

REMEMBER

It takes **23 minutes and 15 seconds** to return to **focus** on the task in hand from each and every distraction!

That means just 21 distractions would mean your **WHOLE** work day would be spent distracted... think about it & stay focussed!