

# GET SH\*T DONE

## 10 WAYS TO STAY PRODUCTIVE AND WHY THEY WORK

# 1

### PREPARE YOUR DAY AHEAD OF TIME

Whether you make a to do list on Friday before you leave for the weekend, on Sunday evening or at the end of each work day, the less you have to do right away in the morning, the better you can ease into your day.



### KEEP THE SAME ROUTINE, EVEN ON WEEKENDS

A recent study says people who wake up at about the same time every day, even on the weekends, are more proactive (willing to take action).

# 2

# 3

### KEEP A POSITIVE ATTITUDE

A positive attitude helps you reduce stress, become more creative, manage time better and more!



### GET RID OF DISTRACTIONS LIKE EMAIL & SOCIAL MEDIA

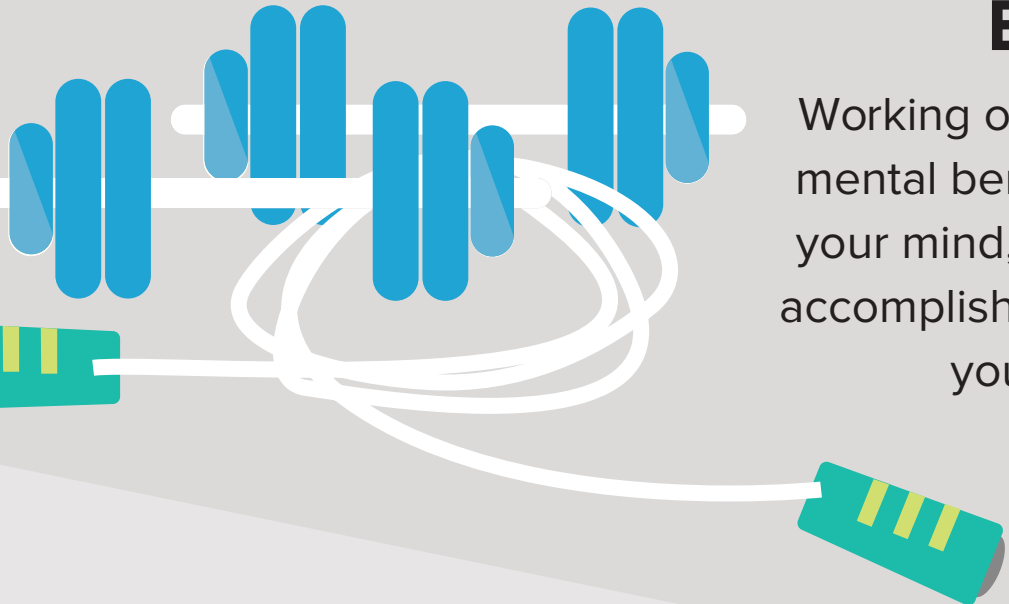
Each day Americans spend a collective 12.2 billion hours looking at social media. This productivity loss costs the U.S. economy \$650 billion. Takeaway? Look at Facebook on your own time.

# 4

# 5

### SET GOALS

People that set higher goals tend to be more satisfied than those with lower expectations. Set **SMART** goals that keep you motivated, productive and happy when you hit them.



### EXERCISE

Working out has both physical and mental benefits. Exercise sharpens your mind, gives you the energy to accomplish your tasks and improves your mood (see #3)!

# 6

# 7

### TAKE A BREAK

When we don't take a break, our brains become "numb" and it can be hard to focus. Taking a break renews our focus and allows us to continue our work at high-functioning levels.



### DECLUTTER

When you are organized, you spend less time looking for misplaced items and can get straight to your task. Don't forget to clean up both your physical and digital clutter.

# 8

# 9

### SWALLOW THE FROG

When you, "swallow the frog" it means you do the most complex or important task of the day first. When you do this, you will spend the rest of your day focusing on each task, instead of having a daunting task in the back of your mind pulling your focus away.



### CUT DOWN ON WATCHING TV

The average American watches TV 34 hours per week. The less time you spend watching TV, the more time you can dedicate to other more productive and valuable areas of life.

# 10



ACCELITY  
MARKETING