Productivity Hacks
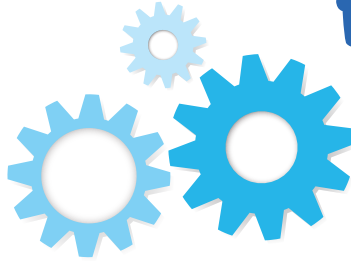
Productivity hacks illustrated to make children's school and everyday tasks easier to get through.

9 Productivity Hacks

1 Start the day before
Organise your tasks the night before, so that you are prepared for a new day.

2 Establish a pattern
Start a morning routine. Wake up early, bath, eat a good breakfast. Set time to do these things and avoid distractions.

3 Start with urgent tasks
Start your day with urgent projects or matters, this will alleviate unnecessary pressure later during your day.

4 Commit
Concentration is key to completing your tasks and meeting deadlines.

5 Group similar jobs
After you have completed the urgent projects, work smart by grouping similar tasks together.

6 Limit screen time
Avoid being distracted by cellphone message alerts, silence your phone for 45 mins to complete your tasks.

7 Create a good working environment
A happy body is a productive body. Adjust the temperature in your working environment and declutter your workspace.

8 Rest and eat right
Avoid skipping meals during your busy day, take a break, ensure you drink plenty of water and have healthy snacks close by.

9 Be good not perfect
Pure perfection can slow you down, work diligently and give it your everything. You are human after all.