

# Productivity Checklist

## 5 STEPS TO PRODUCTIVITY



### Stop Multitasking

- Neuroscience shows it runs down the same fuel you need to focus



### Turn Off Your Notifications

- Research shows you lose up to 40% productivity when switching tasks.



### Have 1-3 Top Priorities a Day

- Focus on these items first!



### Block Your Time

- 25 minute chunks work best per the Pomodoro Method



### Take Breaks

- Research shows you will be more focused and productive

