

# 5 habits of productivity

**01**

**DONT  
MULTITASK**

spend several hours on a single task which allows them to get into a deep state of mental concentration

Understand what activities bring you the best results. That way you will spend more time focusing on the tasks that move you forward

**02**

**APPLY THE  
80/20 RULE**

**03**  
**ELIMINATE  
DISTRACTIONS**

set up your environment to be distraction free. A cluttered workspace can limit your productivity.

your body needs a chance to recuperate after working out, so does your brain

**04**

**TAKE REGULAR  
BREAKS**

**05**

**LEARN TO SAY  
"NO"**

Saying yes to tasks that don't contribute to your end goals, you'll end up wasting time and resources.