Techniques to Increase Your Productivity While Working from Home

Work on Time Management

Create a schedule and adhere to it to complete the task within the stipulated time frame. It is important to give yourself deadlines so that you can do better task completion & time management.

Assign Yourself A Workspace

Workspace should be quiet and comfortable with no external disturbances and distractions. Ensure that your workspace has your PC, work phone and network connections always up and running along with comfortable chairs and desks. A scribbling pad and pen are always a great workstation asset. Let other members of your household know that is your work spot, and you must not be disturbed while trying to get work done.

Hold Yourself Accountable
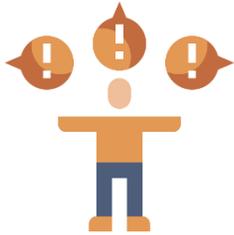
Stay committed & make sure people know of the tasks that you are up to so you can be sure to finish them. Commit to the task and hold yourself accountable so that you are willing to go the extra mile to finish the task by its due date.

Take Breaks

Taking breaks is extremely important. Taking breaks is good for your body & mind and helps you continue working with idea sparks and getting out of saturated thoughts. Getting some fresh air and being out in the sun is extremely relaxing.
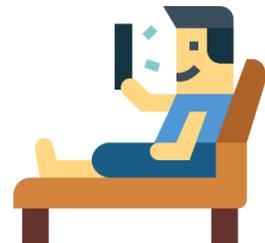
Turn Off Notifications/ Social Media Platforms
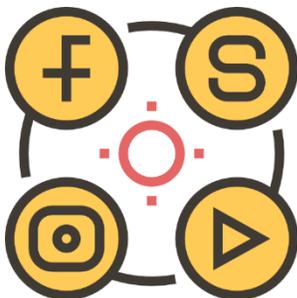
Your phone can be extremely distracting when trying to work with alerts turned on. Turn off the social media platform alerts and check or scroll on the alerts only after your work or during your breaks.

Get Regular Exercise and Good Sleep

Exercise and sleep are essential to our well-being. It has a huge effect on our productivity. A healthy body and health mind can do wonders to increase your physical and mental productivity and can show the results in your work.