5 Ways To Be More Productive

1. Set a timer for 5 minutes and start a task. Knowing you can stop in 5 minutes makes it easier to start and you may just keep going and complete the task.

2. Plan the next day before you go to bed. Having your plan in place allows you to get a quick start on your morning routine.

3. Set attainable goals. Break larger goals into smaller pieces so you can hit your target each time.

4. Get lots of rest and take breaks. You are more creative and productive if we get enough rest and take small breaks throughout the day.

5. Invest your time in training. There are hundreds of training videos online , and many of them are available for free. The more you learn, the more productive you will become.

Teacher Duck

LIVEWORKSHEETS

Questions

What are some benefits of planning the next day before going to bed and how can it help with productivity?

How can YOU set attainable goals to help increase your productivity?

1

In what ways can planning the next day help achieve your goals?

2

How can breaking larger goals into smaller pieces help you hit your targets and increase productivity?

3

Task

Make a Mind Map of a big goal and break it down into smaller goals/time periods.

Teacher Duck

LIVEWORKSHEETS