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Four ways to  
boost  
productivity



## # 1

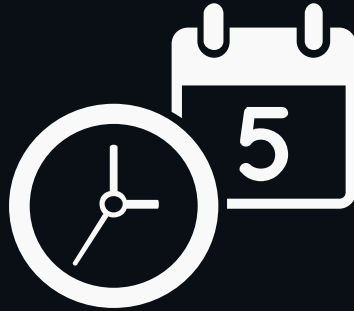
# Schedule your work around your energy



Align tasks requiring the most brain power with energy peaks in your day. If you get your best work done in the early morning or evening hours – schedule your tasks to take advantage of those energetic streaks.

## # 2

## Start planning tomorrow today



Tomorrow's productivity starts with today's planning and preparation: write lists, visualize the next day, lay out your work attire – any little helps to reduce overwhelm and give you a jump-start.

## # 3

## Derive rituals for specific tasks



Develop routines and rituals that help you prime your productivity. For example, perform certain tasks in a specific workspace, atmosphere or at a special time of day.

## # 4

## Schedule time buffers in your calendar



Avoid being 100% booked – plan time slots throughout the day that can be used as buffers, winning you time to tackle tasks that may unexpectedly crop up throughout the day.

Impact that matters.

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