

Productivity Hacks

It's high time you
upgrade your
methods!





**Start doing more
with less time.**

Increase your
efficiency.

Create a timetable

Set aside a specific
time for each task



Turn off phone notifications.

Take control of when you respond to messages and calls.





**Learn to
say no.**

Don't bite more than you
can chew.

Use templates.

Automation is the key
to productivity.



Use the urgent task matrix.

Learn how to prioritize.





**Keep a pen
and pad.**

Don't always rely on
your memory.

Try the two-minute rule.



If something takes
less than two minutes,
do it ASAP.



**WANT
MORE
HACKS?**

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