

# 10 Essential Tips to Be Productive at the Workplace

Practice  
mindfulness  
and stress  
management

Plan your  
day in  
advance

Delegate  
tasks

Minimize  
meetings

Set SMART  
goals

Practice  
time  
blocking

Optimize your  
work  
environment

Take  
regular  
breaks

Use  
technology  
wisely

Limit  
multitasking

# Productivity Guide Advanced Strategies

**United States. National Aeronautics  
and Space Administration**

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reading are provided to help analyze and evaluate the material  
Steven R. Warner, Mike C. J. Lin, Gary W. Schanche, 1994

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