



**10 Essential
Tips to Be
Productive at
the Workplace**

**Plan your
day in
advance**

**Delegate
tasks**

**Set SMART
goals**

**Optimize your
work
environment**

**Limit
multitasking**

**Use
technology
wisely**

**Take
regular
breaks**

**Practice
time
blocking**

**Minimize
meetings**

**Practice
mindfulness
and stress
management**

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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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