

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

Janice W. McLean

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