



**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**

# Productivity Guide Advanced Strategies

**David Baud**



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