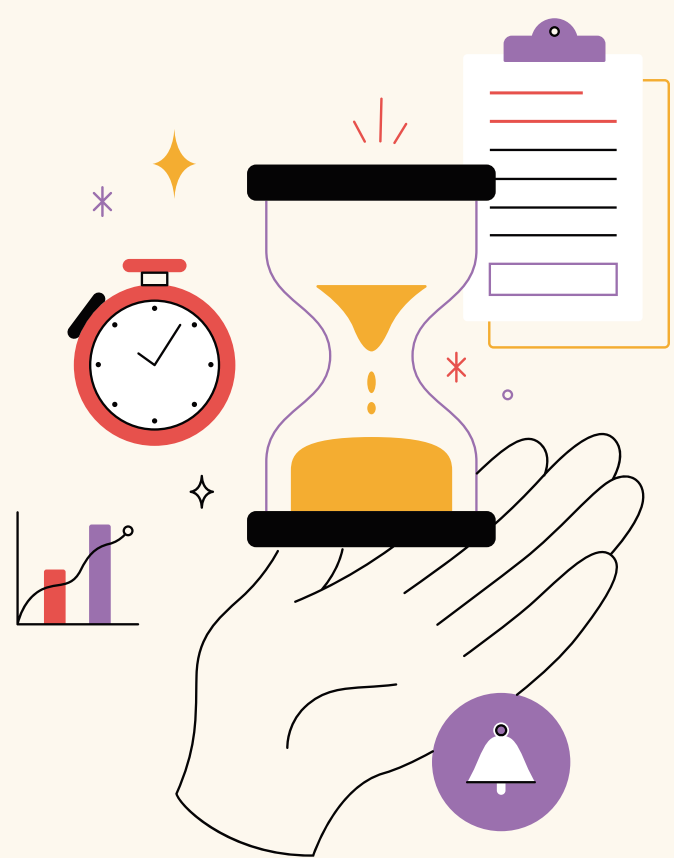


Quick Tips on Working Efficiently

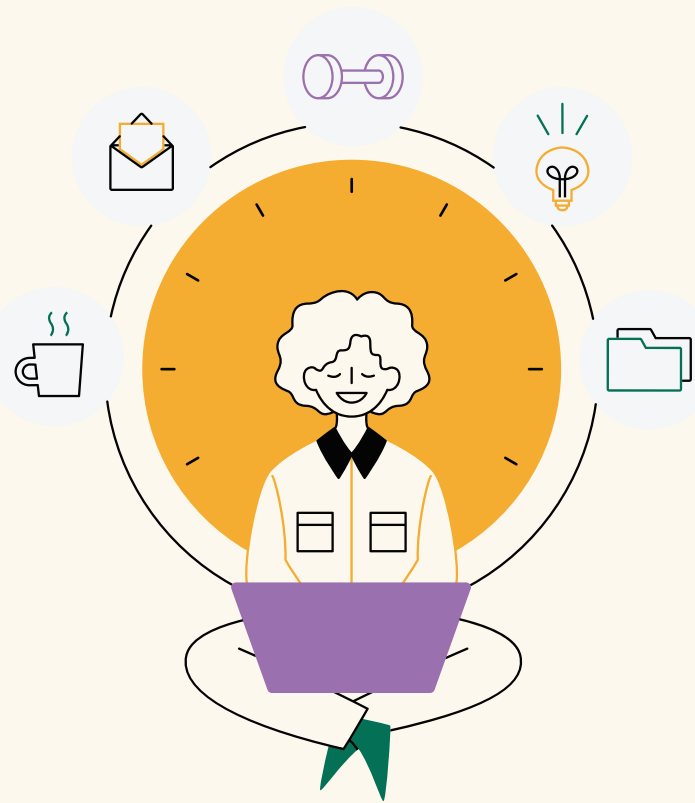
1 Prioritizing Tasks

Start your day with the most important task. It sets the tone and gives you momentum.



4 Limit Distractions

Turn off non-essential notifications. Use tools like “Do Not Disturb” or website blockers during focus time.



2 Time Block

If sticking to a fixed time feels constraining, simply dedicate any part of your day to deep work. During this time, try the Pomodoro Technique—work for 25 minutes, then take a 5-minute break. It helps maintain focus while preventing burnout.


5 Reflect & Adjust

At the end of the day, ask: What worked? What didn't? Small tweaks lead to big results.

3 Declutter your space & mind

A clear space equals to a clear mind. Keep only the essentials in sight (laptop, pen, book, etc). Take 5 minutes to tidy. As you tidy, take a deep breath: inhale for 4 seconds through the nose and exhale for 4 through the mouth. This can help reset focus, awareness, and give your mind some clarity.



 **Productivity isn't about doing more, it's about doing what matters.**