

WHERE PRODUCTIVITY MAKES ITSELF AT HOME

15 SIMPLE PRODUCTIVITY HACKS TO OPTIMIZE YOUR DAY



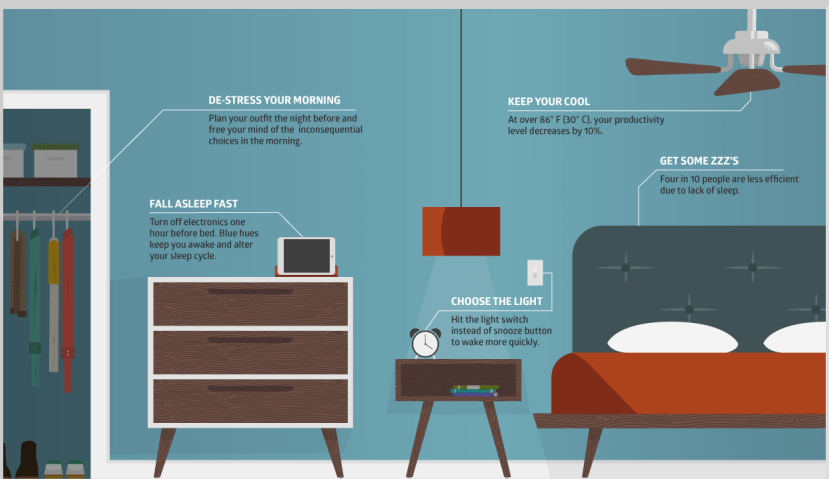
TAKE A BREAK
Work with intensity for 52 minutes then take a break for 17 minutes.

GET ORGANIZED
On average, 15 hours a day are spent searching for misplaced items.

LOOK OUTSIDE
People with a view of nature take 19% fewer sick days.

DON'T MULTI-TASK
Turn off notifications and set a specific time to check them to avoid distractions.

DECLUTTER
77% of people say clutter damages their productivity.



DE-STRESS YOUR MORNING
Plan your outfit the night before and free your mind of the inconsequential choices in the morning.

KEEP YOUR COOL
At over 86° F (30° C), your productivity level decreases by 10%.

FALL ASLEEP FAST
Turn off electronics one hour before bed. Blue hues keep you awake and alter your sleep cycle.

CHOOSE THE LIGHT
Hit the light switch instead of snooze button to wake more quickly.

GET SOME ZZZ'S
Four in 10 people are less efficient due to lack of sleep.



LET'S GO H₂O
Those who consumed three cups of water before taking a test scored 14x higher on brain reaction time.

MASTER YOUR WEEK
Make a master list with everything you want to accomplish within your week.

LIMIT YOURSELF
Choose no more than three items from your weekly list to tackle every day. This will make your tasks more manageable.

HAVE FUN WITH IT
Get creative when making your list! Draw pictures, diagrams, and webs to help yourself see the big picture!

TREAT YO' SELF
Taking at least a 15 to 20 minute lunch break helps to combat work-related stress.

The Week of a Queen
Walk the Dog
Get Oil Change
Pick New T-shirt
Sunny Routine (30 Min)
Be Ambitious
Setup GetAssist Account
Plan Up Day Cleaning
Meeting with Bob
The Date Night