Productivity Tips
for
High Achievers

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Intro

When you feel overwhelmed coping with all the tasks at hand, you need a fresh new look at your life, direction, and goals. This guide is a collection of selected productivity tips that will help you fulfill your dreams without getting exhausted and avoid burnout.

Read them in any order. Sequentially. Or randomly. Take and adapt what fits you. Research for more. Print and frame some of the productivity tips for motivation. Or tweet them to inspire others. Be a world-class professional and thought leader!

GOALS

Self-reflect and re-examine your values.

Your goals should be genuine to keep you motivated all along the way to reaching them.

AWARENESS

Reflect on your productivity constantly.

Be aware of how you spend your days.

DECLUTTER

Clean your desk and organize your office regularly.

A mess around you usually leads to a mess in your head.

HABITS

Get up early
before anyone else.

The best time
to start planning your day is
in silence and solitude.

PRIORITIES

Focus on the most essential
5 goals and eliminate the rest.

Your time is limited.

PLANNING

Wake up early and do your most important task first thing in the morning.

Fresh head – best results!

EFFICIENCY

Schedule work time in blocks.
Plan different timeframes
for each work type or project.

TEAMWORK

Surround yourself with positive, supportive people who believe in a common goal.

SHORTCUTS

Explore productivity tools and create systems for your common tasks.

Optimize your processes.

SELF-CARE

While working,
smell something pleasant:

Rosemary, Vetiver, Coffee
help solve problems.

Lemon, Jasmine, Citrus
improve performance.

Cinamon, Peppermint, Ginger
sustain attention.

Pines, Lemongrass, Lavender
recharge.

This was a PREVIEW of
"Productivity Tips for High Achievers"

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