

120+ PRACTICAL WAYS TO DO MORE IN LESS TIME

PRODUCTIVITY TIPS FOR PROFESSIONALS



BY [MANAGERUP.COM](https://www.managerup.com)

120+ Practical Ways to Do More in Less Time

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INTRODUCTION

Do you often think about ways to increase your productivity? Or maybe the productivity of your team?

While there are some simple tricks you can employ to get a general boost to your productivity, the truth is your cognitive function will never be at its best if you struggle with ongoing stress, mental fatigue and exhaustion.

To achieve greater productivity, you need to take a 360° approach to your well-being and address any underlying issues.

It is important to recognise that all parts of our lives, even those outside of the office have a part to play in how productive we can be in the workplace. Your overall productivity is determined by how long you sleep, how energetic you are during the day, and how well you manage your stress levels.

In fact, our energy levels are directly related to our productivity. And when I refer to energy, I am referring to the body's four types of energy:

- Your physical energy (health status)
- [Your emotional energy \(happiness level\)](#)
- Your mental energy (ability to focus)
- [Your spiritual energy \(being aware of the reasons behind a task\)](#)

To truly achieve optimum productivity, you need to maintain your energy levels in all four areas.

And once you get your energy levels maximized you can expect to see:

- Reduced stress and anxiety
- Longer-lasting energy throughout the day
- Better sleep
- Healthier diet
- Increased time for essentials like exercise
- Improved confidence, both in and out of the office.

Now that we know we need to address productivity on a collective level, let's look at some tips to get you operating at your best.

I've put together a list of 120+ **surprisingly easy productivity** tips that you can implement and **share with your colleagues** at work



Chapter 1

Quick Wins

Looking for a quick boost to your productivity without having to put in all the effort? In this section I have highlighted the top tips you can put into practice right away with minimal disruption to your existing routine.

#1. Find your most productive working location

It's common knowledge, we are creatures of habit. You can take advantage of these instincts to boost your personal production.

Instead of working anywhere, identify a spot or a room where you feel most comfortable working. A place where you can work effectively and efficiently. Where you can concentrate at your fullest potential.

It could be a quiet office. Or, if you're like me, in the light bustle of your neighborhood coffee shop. You might even find yourself most energized while working from the midst of a conference room. Or perhaps you're at your most creative while at home.

Identify this place and go there every time you need to work on something taxing.

To better understand this, check out our article on [how to train your brain to focus at work](#).

#2. Become a productivity guru

The best way to boost your productivity is to make pursuing productivity excellence a passion.

You can get started on this path by immersing yourself in material on productivity, start with this guide and then move on to reading renowned productivity books regularly.

You can view our favorite selection of [productivity books for managers](#).

#3. Work with clear daily, weekly, and monthly goals

Divide your project goals into manageable daily to-dos, weekly achievement goals, monthly deliverables, and so on.

This saves you precious time when planning your daily activities, you only think about the things that need to be done today, think about tomorrow's goals tomorrow, and about next week's once you have fulfilled this week's mission.

This way, your overwhelming task will look more attainable. And because of that, you'll be more motivated to take on big jobs.

#4. Declutter your mind before reading the important stuff

Sometimes you are supposed to pour through volumes upon volumes of exhausting business reports and your concentration is vital.

Clearing your mind before starting these activities will help improve your concentration.

Consider spending a few moments meditating before you get started. This will not only help you declutter but will also prepare your mind to focus on the reading task.

And the best bit? It won't take too much of your time!

Want to get more out of reading? Take a look at our [6 easy tips to become a highly effective reader](#).

#5. Avoid multitasking. Keep your attention on one thing at a time.

Your productivity can be impaired if you take on too many tasks at once. Multitasking is, however, a very common practice amongst professionals. But did you know that multitasking can destroy your brain, memory, concentration and even your relationships?

In a study conducted by [Stanford University](#), it was found that the practice of multi-tasking inhibits one's ability to focus.

Isn't it better to do one thing well instead of three poorly executed

tasks? Just commit to the most important goal and move on.

#6. Use time management tools

There is nothing more productive and efficient than time management. A lot of research has been devoted to organization in life and at work. There are many time tracking software options available that have been created specifically to help you manage your time.

There are several good options you can choose from, here are just a few worth considering:

- **Time Doctor** that will guide you by computer. You even get reports on how you spent your time.
- **Boomerang**, an app that works wonders with Gmail so you can schedule your messages.
- **RescueTime** is valuable to run any mobile devices or a computer, so you know how you allocated your schedule.
- **Evernote**, which is always a popular choice, is a digital notepad to sync with the cloud or 15Five, a form of task manager, to get staff feedback. It is quick and easy to communicate with your team and review results.
- **StayFocused** is a tool that will control your access to websites to prevent distraction.
- **Todoist** is a chrome extension full of valuable features to help you set deadlines and get project reminders.

#7. Set self-imposed deadlines

Stress isn't always a bad thing. In fact, stress at certain levels can help prompt us to become more productive and meet more goals.

It is a natural part of having deadlines, an essential way to control open-ended tasks. Focus is of the essence no matter what you do.

#8. Schedule less time for the task than you think you'll need

Just like setting self-imposed deadlines, by schedule less time than you think you need you create a challenge for yourself. The main point of this habit though is to control your own time, control the time you spend on tasks, so you don't get lost in your thoughts or lose a battle with procrastination.

#9. Wear headphones to avoid being disturbed

Headphones are a great way to block out work distractions, and by avoiding distractions you ensure you can be more productive. It's especially helpful for people that work in teams or coworking spaces.

Wearing headphones is a like wearing a do not disturb sign, people will see that you are occupied and focused on something. It is a great trick to ward off unwanted interruptions.

And the best part, while colleagues think you are listening to messages, it could be music that filters out surrounding disruptions.

#10. Conquer procrastination with the 2-minute anti-procrastination rule

This tried-and-true rule is simple. When starting a new task, if it takes less than two minutes to do, then finish it. If it can't, don't do it. This rule helps you decide what can be done and what is more likely to be procrastination.

Reducing time spent procrastinating helps improve concentration and productivity. Just get in the habit of applying the 2-minute anti-procrastination rule right from the start.

#11. Use the 5-second rule to dive into tasks you don't want to do

As an alternative to the 2-minute anti-procrastination rule, there is the 5-second rule. This rule is especially helpful at keeping procrastination at bay when you have something you don't want to do.

The rule comes from motivational speaker, [Mel Robbins](#), who advocates a 5-4-3-2-1 countdown before launching an undesirable task.

Anyone can overcome their bad habits and gain personal control. The rule empowers even the laziest person to get started and reach their goals.

#12. Use mantras to reduce stress in just two minutes

According to Dr. Herbert Benson, President and Founder of the Mind/Body Medical Institute at Harvard Medical School, chanting mantras can give you a psychological boost.

The resulting mental feel-good factor can be a great boost for your productivity. And the best part, chanting mantras is easy and straightforward affair, and it has no side effects.

Let me ask you: Since the benefits of using mantras are very immediate, why not use them to free from stress and heighten your productivity? [Have a Look at How to Use Mantras to Reduce Stress!](#)

#13. Practice relaxation techniques

Relaxation and deep breathing techniques can have a great impact on your productivity, and you can conduct them anywhere, anytime. They are one of the best daily stress relief methods for busy executives.

Spend a few minutes in the morning before work or spend a few minutes in your workday doing deep breathing exercises or [meditation session](#). It is guaranteed to help reset and compose your mind.

#14. Take the stairs instead of the elevator

When your leg muscles move, your blood circulation increases, and more oxygen will be delivered to your brain cells.

When you're in the office, instead of taking the elevator opt for the stairs instead.

Do you have a sedentary job? Here are some extra [tips](#) to help you sit less and be more productive.





Chapter 2

At the Office

Let's face it. We could all benefit from being more productive at work. The good news is that there are many things we can do in our workday to improve our productivity. It might be something as simple as personalizing our workstation or something slightly more complex, like streamlining our daily schedules. Whatever it is, there are likely a series of adjustments you can make at the office to get more out of your day.

Workspace Hacks

#15. Use a standing desk to increase productivity

Office jobs can involve a lot of sitting which, as we all know, could be detrimental to your health.

But there is some good news, according to [one study](#) by the

University of Pittsburgh, a standing desk can help increase your energy expenditure and by extension grow your productivity at work.

This theory was further supported by the [Journal of Physical Health and Activity](#), suggesting that standing desks reduces shoulder and back-ache.

Could it be time for you to seriously consider investing in an ideal standing desk?

[Start Using a Standing Desk and Amp Your Productivity at Work](#)

#16. Limit distractions by listening to relaxing music

If you work in a highly distracting environment, listening to music could be a great way to reduce some of the background noise.

A relaxed mind is optimally focused and will help you be more efficient and finish tasks earlier.

Considering listening to some of your favorite relaxing tunes but remember to use headphones so as not to distract your co-workers.

Read more on how you can use music to enhance your job performance and workstyle.

[Learn How to Be Productive by Listening to the Right Music](#)

#17. Keep your computer screen at a suitable level or your height

Your office computer is a double-edged sword. On the one hand, it simplifies your work. But on the other hand, you might occasionally suffer neck/back pains and throbbing headaches, which can hinder your

productivity.

First you should adjust your monitor's height so that the top of your screen is at or just below your eye level. Your eyes should be looking slightly downward when viewing the middle of the screen.

Then, position your monitor no closer than 20" (51 cms) from your eyes (or at an arm's length distance).

The University of Auckland contends that having your monitor correctly positioned can also brighten your mood and raise your self-confidence.

Want to take it a step further? Consider implementing your optimal [seated posture to increase your productivity at work!](#)

#18. Declutter and organize your work

A messy, disorganized desk and clutter are key stress factors at the office.

Clutter is deadly for productivity. It denotes a cluttered mind and a lack of focus. No one likes spending hours looking for that one missing document. It can even be fun to throw old things away so you can work at a clear desk.

#19. Expose yourself to sunlight to light up your productivity

Cornell University recently commissioned a [study](#) on the effect of daylight on productivity in office environments. The results were very

interesting...

Just to highlight a few of the findings:

- 78% of the participating employees reported feeling better after exposure to natural lighting.
- 70% had a much-improved work performance in the aftermath of light exposure.
- While some of the workers registered a 56% drop in drowsiness.

Not only does sun exposure lift your energy levels and mood, but it can also boost your productivity.

#20. Tweak your lighting systems and boost your output

Desk lamps can be extremely beneficial to your eyes. The light that they generate can help to minimize eye strain as you work. So, [get a powerful desk lamp](#) if you don't have one.

On top of this, always dim the lights and increase your computer's font size when reading on your screen to lessen eye strain.

And lastly, CVS experts have argued that significant eye strain arises because of harsh interior lighting. If possible, request to have your office lighting softened.

For more information on combatting eye strain, read our [comprehensive guide on eye strain](#) to get a clearer picture.

#21. Use plants strategically to avoid distractions and increase productivity

Everyone loves a plant-filled environment. It is not just about décor. It is said that plants improve health, especially in poorly ventilated offices. They can even reduce stress by producing oxygen.

Studies show that a good garden design can impact productivity and foster better decision making by as much as 38%. What's more creativity can rise by 45%. These are impressive numbers.

Additionally, plants can be barriers to hide distractions. They can create designated spaces and act as vision-blocking "walls." You will stay focused when you aren't noticing all the hubbub around you. Your newfound privacy will deter interruptions.

#22. Use signs to avoid interruptions if you work in an open plan office

Open plan offices are notoriously difficult to concentrate in, on account of distracting noise and interruptions. While you might get used to it, it is definitely a productivity killer. A whopping 70% of office workers complain of interruptions in open-plan spaces.

The good news though, there are ways to ward off disruptions, visual or auditory so that you are, in effect, working alone.

You could also consider giving "do not disturb" signals to protect your valuable time. You can put an actual sign on your desk or wave your hand politely when you are busy. A simple gesture says it all.

There are some pretty creative gadgets that will do this for you. Get tech-savvy and use Luxafor, a glowing color-changing flag that goes from green to red (obviously denoting stay away).

#23. Use a therapy lamp in your dedicated focus area

Therapy lamps produce an effect similar to that of antidepressants and can massively boost your mood. Installing one at your favorite working location might help you experience a surge in output.

Read about this [gold-standard therapy lamp](#) to learn how these lamps battle work-related fatigue to increase productivity.

#24. Use aromatherapy to boost performance at work

If you feel groggy at work, try essential oils and aromatic plant extracts. They can provide executives and managers with mind clarity while also boosting concentration.

Aromatherapy also has many other benefits, such as reducing your perception of pain and anxiety.

You can even get them as [portable mists](#) so you can carry them with you for a quick boost to your concentration and focus.

Work Practice Enhancements

#25. Keep your door shut while completing important tasks

If you really want to focus on your tasks 100%, you need to remove all possible distractions.

The simple act of closing your door while working on the most mind-taxing assignments can do the trick.

While many companies have open door policy, that doesn't mean you can't temporarily close your door to focus on the task at hand.

#26. Use glasses instead of contact lenses at work

If you regularly wear contact lenses while you work, consider switching to glasses if you're going to be working for long periods looking at the computer screen.

After several hours of screen viewing, contact lenses can make your eyes uncomfortable and dry. This dryness can be distracting and diminish your productivity.

Glasses on the other hand, can prevent such eye discomforts and in the process, revitalize your vision.

Want to learn more about protecting your eyes from computer strain, check out our [Tips to Protect Your Eyes from Computer](#)

#27. Use computer glasses to combat digital eye Strain

Take your eye protection one step further and consider computer glasses in place of your regular glasses.

[Computer glasses](#) are better than regular glasses at preventing eye-strain because of their built-in eye safety properties. They might even help you sleep better.

#28. Follow the 20-20-20 rule to protect your eyes

Studies have indicated that computer, tablets, and smartphone users usually blink less than people who spend less time on digital screens.

But blinking is crucial for your eye health. It moistens and soothes your eyes effectively averting dry eye symptoms that cause your eyes to feel gritty, sticky, and even painful.

To help keep your eyes from drying out, I recommend the 20-20-20 rule. All of you have to do is observe a 20-second break from your computer/device every 20 minutes and gaze at an object 20 feet away.

#29. Find the ideal time for different tasks

According to a [series of experiments](#) by a psychologist at the University of Sussex, our memories tend to differ in efficiency at different times of the day.

This means that you may find that you are more effective at completing certain tasks in the morning, mid-day, or even the late afternoon.

According to the analysis, you should pursue research activities in the early morning hours.

While spending time on errands and demanding work at midday.

During the late afternoon hours, immerse yourself in deeds that involve applying new information and ideas.

While these times may vary slightly depending on whether you are a morning or night person, it's up to you to find your own sweet spot.

#30. Schedule regular breaks while working in the office

If you constantly work without taking regular breaks you obviously risk a burn out. Burn out is now a recognized medical condition according to [WHO](#).

To avoid burnout, schedule 10-minute breaks in your workday for every 60 minutes spent working.

When you return to work following a break, you will likely feel more alert and find it easier to concentrate.

#31. Set weekly “Do Not Disturb time” for your team

Free time is golden in the office. Make sure you get enough by limiting interruptions from your team. Use this time to tackle your most challenging tasks.

#32. Set a time for every call before starting it

Phone calls eat up your time, so it's important to limit them when you can. Try to manage both the number of calls and the length of calls. Keep unscheduled calls to five minutes and avoid unimportant calls altogether.

Master the art of ending calls quickly but politely.

Here are few ideas to get you started:

- “Your idea sounds great. Let’s put it into action soon. can’t wait to see them in action. I’ll get back to you.”
- “I will answer your question promptly, but for now I am bogged down.”
- “Thanks for calling, but I am on another call. Can I get back to you?”

#33. Schedule a specific hour to answer non-urgent calls and emails

As I mentioned, constant phone calls and emails popping up right, left, and center can be distracting, especially while you are engaged in absorbing tasks.

But since you cannot always control the annoying calls, social media alerts, or these kinds of emails, try to set a specific hour to attend to them.

Start by letting your colleagues know that you will only be answering incoming emails or calling back during a certain window unless it is

really urgent.

In fact, you are likely to become a more efficient communicator since your mind is dedicated to pending communication tasks at the appointed time.

#34. Put your phone and inbox on silent/turn off notifications

Constant email alerts and phone notifications will impair your productivity in the short and long run. Workplace distractions are a major cause of delayed goals.

Nothing stops the workflow like a phone call, so when your set to focus mode turn your phone off or put it on silent. Do the same with email alerts.

#35. Communicate your expectations to your team

We all know how important communication is. Businesses thrive on good communication and fail when it is lacking.

Managers must learn the art of two-way communication when expressing their team's responsibilities and goals. Make your expectations clear and reward staff efforts.

#36. Listen to what the other side is saying

Listening is an art form and if you do it well you will reap the rewards when it comes to your productivity.

Let the person addressing you know that you have understood what is important. Furthermore, tell them you are on board and provide relevant feedback. Getting the other person to repeat their message helps keep things clear. Good listening in the first place will help save time later by avoiding wasting time on misconstrued projects.

#37. Limit meaningless time with co-workers in the office

Talking all day long will waste countless minutes, if not hours. While it can be fun, it reduces productivity every time.

Discourage colleagues that want your ear. Set aside break time for chats. You can politely mention how busy you are.

Try the following:

- “I’ve got a time-sensitive project. Let’s catch up at lunch!”
- “I’ll let you get back to you soon. My schedule is crazy, but I want to help.”
- “Let’s table that until later. I have a break at two.”
- “I’m bogged down in emails so give me a moment. I’ll come by your desk in an hour.”

#38. Get more done remotely as possible

Remote working has been a boon to many industries. Virtual staff can work any time and any place, enhancing company productivity. And research shows that remote workers take less sick leave and get more done.

The office is a great social environment but there are multiple distractions.

Harvard Business Review found that remote workers are some of the most productive and they often remain longer in a job. As companies set up remote systems, they are gaining an advantage over their competitors.

#39. Stand while you are on the phone

As I mentioned earlier, too much sitting can cost you your good health.

Office workers tend to sit most, if not all the time, increasing their risk of health issues associated with a sedentary lifestyle. In fact, some scholars have called sitting the new smoking.

A simple way to get you moving is to stand up when you're on the phone. You can even walk about to get the blood pumping.

How to get the most out of Business Meetings

It might feel like business meetings are completely out of our control and it's easy to just accept them as that. This is not the right mindset though. There are ways to improve the productivity of meetings themselves and your own productivity in meetings. And it all starts with how you plan for them.

#40. Limit the number of attendees

In most cases, smaller meetings are simpler to control and more productive.

You should only invite people that are essential to the meeting instead of the entire community.

#42. Create a smartphone free zone in the meetings

The presence of smartphones not only lessens the quality of discussions (the frequent beeps are disruptive), but it can also be offensive and off-putting for some attendees.

Consider making meetings smartphone free to avoid distractions.

#43. Create and distribute a meeting agenda

To avoid wasting time, always distribute a meeting agenda to all participants ahead of all meetings.

Also, ensure that all discussion items have been assigned to the respective parties and time allowed for each item or idea clearly stated.

#44. Assign clear action items with clear responsibilities following meetings

To avoid feeling let down by your colleagues or team members who fail to follow up on action items and resolutions, allocate to each person a clear to-do list following each meeting.

This shouldn't take more than ten minutes at the end of the meeting and can help your meetings produce the desired results.

#45. Listen to motivational music before important meetings

Listening to motivational music ahead of important presentations or crucial meetings can help raise your spirits and boost your confidence.

With a positive state of mind your arguments will be more compelling, and you are more likely to achieve the meeting's goals.

Want to learn more about the best music to boost your productivity: [check out our article to help you choose the right music at the right time.](#)

#46. Organize short and stand-up meetings at work

With short meetings, things get done quickly, and you can get back to other business issues sooner.

Consider holding a stand-up meeting where attendees participate while standing. Because standing for long periods of time can be uncomfortable, you and your colleagues will be encouraged to end meetings sooner.

Standing up also helps creativity and problem-solving, so participants make better quality contributions.

#47. Never attend business meetings if you're hungry

Snacks typically distributed at meetings are not always the best food choices, in fact these foods can often drag you down and may make you less productive.

If you're hungry, you'll be tempted to indulge in meeting snacks. So, it's best to make sure you have a healthy meal before every meeting.

[Get More Advice on Healthy Eating During Meetings](#)

#48. Drink water or green tea during important meetings

Coffee and sugary beverages reduce body energy and negatively affect your stress response at work.

According to a [study](#), your brain activity and productivity will rise if you drink green tea, or any drink that contains green tea, when prepar-

ing for a meeting.

Water has the same positive effects. I recommend you replace coffee and sweet drinks with water and green tea.

#49. Make good food choices at the business lunches or dinners

If you are at a business lunch or dinner, politely decline high-carb foods as well as alcohol and sugary beverages.

Why? They slow you down and decrease your cognitive functioning, thereby lowering productivity.

Maintain Productivity During Business Travel

It's not just [jet lag](#) that makes business travel difficult, it's the overall impact on your sleeping habits as well as unhealthy eating that ultimately effects your productivity while you're travelling.

#50. Consider arriving a day ahead of a meeting

As a successful executive, you know that a less-than-stellar performance can significantly affect your company.

And as you might be aware, jet lag affects your ability to think critically.

One remedy is to arrive at your destination ahead of time, one day early could be the difference between success and failure. It will give you sufficient time to acclimatize and ease jet lag and travel fatigue.

[Read More About Jet Lag and Its Common Signs and Symptoms](#)

#51. Take melatonin to beat jet lag

Melatonin, a sleep hormone, can help you sleep despite jet lag.

The key is taking proper dosage and at the right time.

In clinical trials, a team of researchers noted that travellers who took 5 mg of melatonin gained sleep quicker than those taking lower doses.

[Read More About Melatonin Supplement and Dosage Now!](#)

#52. Get some sun during your business trips

When you travel across time zones, your body gets out of sync with the rising and setting of the sun.

Research published in the [Journal of Biological Rhythms](#) found that a three-day exposure to bright sunlight in the morning can shift your [circadian rhythm](#) by about 2 hours.

Hence, bask in the sun before heading to your hotel room or business meeting to help your internal body clock adjust to your new time zone.

#53. Sleep well with eye masks on your business flight

Your body uses sleep time to repair damaged cells and refresh your mind. [Eye masks](#) can help you achieve deep sleep by creating darkness even in the brightest daylight.

If you experience a night of deep sleep, you're more likely to enjoy creative suggestions and faster decisions.

#54. Use a neck cushion while traveling for business

Sleeping in an upright position can cause neck cramps. These involuntary muscle contractions make you uncomfortable during the long hours sitting in the plane, and, worse, dampen your mojo in meetings.

A neck cushion is designed to support your neck and prevent stiffness and other resultant discomforts.

[Have a Look at This Neck Pillow for Executives Who Travel on a Regular Basis](#)

#55. Avoid airplane food

Sadly, the food served on airplanes is mostly packaged and often has scary amounts of harmful saturated fats.

These foods are known to escalate your risk of heart disease, high cholesterol, diabetes, high blood pressure, obesity, and many other health conditions.

[Find Out How to Eat Healthy on a Business Trip](#)

#56. Take healthy travel snacks to increase productivity

If you're travelling, bring your own healthy travel-friendly snacks.

Snacks will keep you energized during a long business trip and help you beat the urge to indulge in unhealthy eating from the time you land at the airport all the way to your post-meeting drinks with prospects.

Read: [50 Healthy Travel Snacks Every Manager Should Know](#)

#57. Avoid fatty foods for dinner on a business trip

Fatty foods worsen indigestion and prevent you from sleeping well.

Choose easily digestible foods like porridge, sandwiches, and fresh fruits instead. This will help you sleep well and be productive the next

day.

#58. Avoid caffeine during business flights

It's well-known too much caffeine can increase stress levels and therefore lower output at work.

But did you know drinking a cup of coffee before your regular bedtime can delay the release of the circadian system that regulate melatonin by a staggering 40 minutes?

Drinking coffee close to night time at your destination risks your chances of achieving deep sleep.

So, an easy way to decrease travel-related stress and help you sleep like a baby and be productive the following day is to avoid excess coffee when travelling.

#59. On long flights for business, eat according to your new time zone

Our body has several internal clocks, some of which are regulated by our regular mealtimes.

Therefore, as soon as you board the plane, start eating meals according to the time zone of your destination for your biological systems to remain on track.

This helps your body tune in to the mealtimes of your new time zone faster, meaning you will be revitalized and can perform better at your destination.

#60. Fast to beat jet lag on long business flights

If you need to cross more than 5 time zones, you can fast for at least 16 hours during your travels. Then eat a satisfying breakfast upon arrival at your destination.

This allows you to adapt to the new time zone and beat jet lag, bringing quicker results.

As a bonus, exhaustion and irritability at your business meetings will also disappear.

Read: [How to Manage Jet Lag](#)

#61. Keep yourself well-hydrated while traveling

Aircraft fly at a height of more than 35,000 feet (10,000 m) from the earth's surface. At this height, the air tends to be extremely dry because humidity drops to just 10-20%.

Breathing in dry air can reduce the moisture in your body, causing dehydration while traveling.

[Research](#) has shown that dehydration can adversely affect your mood and make you irritable. Don't risk creating a negative impression on a client or business partner. Make sure you remain hydrated.

[Find Out Another 24 Serious Effects of Flying on Your Body](#)

#62. Never, ever drink alcohol on a business flight

Contrary to what some think, alcohol does not help you sleep and, instead, worsens your performance.

[According to Science](#), alcohol dehydrates and weakens your cognitive abilities, memory, and, of course, worsens your concentration.

[Learn How Your Body Reacts When You Take a Beer While on a Plane](#)

#63. Offset the stress of business trips with easy travel workouts you can do anywhere

There are some brilliant travel-compatible workouts you can pursue as you hop from one destination to the next. And they're not only great for reducing travel-induced stress, but also perfect for clearing your mind as you prepare for an upcoming meeting.

[Take a Look at These Easy Travel-Compatible Workouts](#)



Do you want to learn more about productivity? On our website we invite you to take a journey through healthy productivity. We also encourage you to assess yourself and find out where you stand in terms of our 12 Drivers of Productivity.

Goal Setting & Scheduling

Brian Tracy, motivational speaker, wrote that productive people are happy people. I would add that productive people are also less stressed. The way you manage your goals and daily to-do lists has a direct impact on your health.

Executives who do not have the right task management system in place are not only less successful but also act under huge mental pressure in a hectic and chaotic way. Which can directly impact their own health and that of their co-workers.

In this section, I will give you proven ways to help you manage your tasks as well as effectively schedule them and also show you how to set ongoing goals.

#64. Set yourself big motivational goals

You can boost your performance by setting well-defined major goals. These become the real motivators that help prioritize smaller work tasks. Importantly, big goals help us mitigate stress and increase our overall happiness.

#65. Visualize next week with the “2-hour solution”

Do you have the feeling that your life is running you, rather than the other way around? Or, that you’re not in control of your priorities?

Are you frustrated and stressed out at the end of each week because you were not able to execute important tasks?

There is an easy way to change all that and bring calmness and direction to your life. You should consider using Roger Seips' *Train Your Brain for Success* 2-hour solution.

Essentially, with this method you spend two hours a week thinking of the following week's activities. Rather than traditional scheduling, with this method you break up the time into areas as follows:

- Green time: paid work
- Red time: that supports green time
- Flex time: free time to help keep your plans in place
- Re-creation time: for yourself, including hobbies, exercise, and rest

After a while, you'll find that you don't even need the full two hours to implement the 2-Hour Solution.

#66. Set realistic goals (Follow the SMART rule)

There is nothing more frustrating than not being able to achieve your goals. Generally, this can happen when the goals you set for yourself are too ambitious. That's why it is important to set achievable goals.

When you set your goals consider the following:

- **Specific:** set clear goals. Vague goals leave room for misunderstanding which increase the chance of failure. Always be precise and clear.

- **Measurable:** progress comes from measuring achievement. It is easier to succeed when you break down goals into measurable units.
- **Attainable:** don't set impossible goals. Know your limits and the reality of what you can accomplish.
- **Realistic:** everyone becomes demotivated by failure. So be realistic about your goals and what you're likely to accomplish in a given amount of time.
- **Timely:** Allow a set time frame for each goal to help you stick to your scheduled deadline. There is nothing better for morale than completing tasks on time.

Working with SMART goals will bring the missing motivation back to your life and significantly reduce your stress level.

#67. Learn to delegate some tasks to increase productivity

There are obviously certain tasks that you must manage yourself. But there are likely plenty of less critical tasks that don't that value to your role, that could easily be done by someone else.

Identify these tasks and delegate them. Free up your time to focus on the important tasks specific to your role.

#68. Check your scheduled goals and mark the accomplished ones

While working toward goals, nothing boosts your motivation more than recognizing your accomplishments. You will gain confidence from completing goals, and even more so when they're completed on time.

Remember to reflect on what worked and measure your productivity. Measuring your achievements will also highlight where you have room for improvement.

And don't panic, goals that were not accomplished can always be rescheduled.

#69. Set rewards into your schedule

Experts say that rewards help productivity by motivating us to achieve more. Putting regular rewards into your schedule will make you focus on reaching new goals, even those that are harder to achieve.

Let the reward motivate you so that extra effort becomes a habit.

Even if you are your own boss, you can reward yourself with something, such as a free afternoon. Maybe go to a movie or eat at your favorite restaurant.

#70. Seek clarification about assigned tasks

Have you ever completed a task and found out later that it was not what you were expected to do? It may have been due to the unclear goals

or instructions.

No matter how long you have been at your job – ten years or ten minutes – miscommunication can happen. Always seek clarification when goals are not clear. Otherwise, you may be wasting time on the wrong task.

Each time, ask what is the end goal of this task? Assess the big picture with your boss if necessary to avoid going down the wrong path. Ask them to clarify anything you don't understand. "What do you mean" is a great way to get more information. Ask for an example or the focal point of request.

#71. Prioritize tasks

No goal can be reached if you don't prioritize the tasks involved. It will also help you identify which tasks to tackle first.

Have a look at Stephen Covey's book *The Seven Habits of Highly Effective People* in which he explains the meaning of "first things first."

One method of note is the Eisenhower Decision Matrix. Where each task is broken into four quadrants:

1. **Important:** those activities that lead to reaching professional or personal goals.
2. **Urgent:** those activities of utmost priority, often leading to another's goals. They demand our attention first.
3. **Neither.**
4. **Both.**

This method helps you prioritize your goals. You can always delegate what is not important but urgent.

Prioritizing is a well-known approach to any task to reach goals faster and more efficiently. It is the basis of time management.

#72. Do 2-minute tasks immediately

Huge to-do lists are scary and stressful, whereas short ones can be motivating. One of the best ways to reduce stress and be more productive is to shorten your to-do list. There are many ways to do it. One of them is to do some easy tasks immediately.

In David Allen's book, "Getting Things Done", he recommends you always apply the two-minute rule. If any action item on your project list takes less than two minutes, do it immediately.

#73. Protect one weekday in your schedule just for yourself. No meetings.

Time flies when our days are filled with meetings and diversions. Many people complain of a lack of productivity as a result.

To improve work output, it helps to follow a schedule and protect your time. You must allow for meeting-free off-time to give you sufficient time to concentrate on complex tasks.

#74. Schedule recurring tasks that can be executed regularly per day or week

The essence of an effective schedule is to set time each week for regular tasks. This rule has saved many from burn out.

On-going projects can get boring, but they must be done, so why not make them routine. You will get more done and feel confident and productive.

#75. Work in 90-minute intervals

Research shows that successful people in every field work in intervals. Ideally, they should be 90 minutes to maximize productivity.

How can you do this? In the evening, decide which tasks are the most important for the following day. I suggest you list a maximum of 2-3 tasks.

The following day, start working on the first one for 90 minutes without interruption. And then take a 20-30-minute break. During the break, walk or exercise. After the break take on the second task. It works wonders for productivity!

#76. Every Monday morning meet with your team members to clarify the goals and expectations

Set time each Monday morning to sit with your team members and strategize with them how they can accomplish their goals and how they can be more productive.

The following week, sit down with them again and go over lessons from the previous week. With a few simple instructions, everyone can get on the same page and understand their role.

This simple weekly procedure will not only increase your team's productivity but also significantly decrease the stress level of all team members. They will feel your leadership and know that you are there for them when they need your help.

#77. Improve your working skills with training

A study from the *International Journal of Science and Research* identified how valuable training can be for both employers and employees.

You can expect greater efficiency and productivity as a result. Teach staff how to run new software and equipment to maximize their abilities. More work will get done in less time.

Tools & Equipment

Ensure your team has the right tools and equipment for their job. No one can work effectively without them. If you want efficiency, make sure that your staff have everything they need.

#78. Use collaboration tools

Teamwork implies greater productivity so enable your staff to collaborate when possible. Two heads are better than one!

Using project management software can help teams collaborate. And greater collaboration will help them achieve their goals.

Consider some of the following popular collaboration tools: Basecamp, Asana, Trello.

#79. Use communication apps

There are many good communication apps for the office, whether your office is actual or virtual.

To avoid losing track of email messages, use instant messaging like Slack or Twist. They help organize conversations, especially those with many threads.

Plus, many communication platforms allow for multiple access and file sharing to help your team stay in touch.





Chapter 3

Diet & Lifestyle

Now that we've discussed some changes you can make to your work practices and work lifestyle, it's time to start looking at your routine outside of the office. As I mentioned, your productivity at work is influenced by more than just the hours you spend at the office.

Simple hacks to get the most out of your daily routine

A well-established, daily routine can have a positive impact on your ability to be organized, achieve goals, and be [productive](#). Starting the day on the right foot can give you a boost of confidence to power you through the day. While ending the day calmly can set you up for a rejuvenating night's sleep.

#80. Wake up early

The most successful CEOs and leaders get up early to maximize their day. Sleeping in means wasted opportunities.

The morning hours can be the most valuable as you are fresh and rested.

Be aware though, [a lack of sleep can be deadly for productivity](#).

#81. SLEEP WELL to be productive

The sleep equation is very straightforward: [poor sleep equals low productivity](#).

Alternatively, adequate sleep brings better judgment, brilliant decision-making skills and faster reaction times. So, make sure you manage your sleep to achieve the required eight hours each night.

#82. Create a calming morning routine

If you're somebody who suffers from stress and anxiety at work, you know how difficult it can sometimes be to start the day with enough energy and a good mood.

Create a calming morning routine both at home but also at the office to reduce stress and increase your focus and productivity at work.

I propose the following:

- Limiting phone time immediately upon rising. Forget about

what you think you might have missed and focus on today. Stress comes from all those rambling email and text messages and anxiety ensues from bothersome notifications.

- Take time each morning to enjoy something special like exercise (such as yoga), a good breakfast, playing with pets or your kids, and listening to your favorite tunes.
- Scheduled goals will guide your day by providing much-needed structure. You won't be distracted and will get more done. No more restlessness and nervous energy.

#83. Read in the morning

If you are one of those who wake up a bit groggy, take time to read something to get focused and motivated. I suggest about fifteen minutes to a half hour each morning to start off a productive day.

You can also listen to an audio book in your car on the way to the office. Anything of interest is valid whether on business, self-motivation and personal development or economics. A good read will inspire your day.

#84. Take advantage of your commute time

A lot can happen during your commute time so take advantage of it. It's almost like bonus time, so don't waste it with mobile games or texting.

Get started on your work emails instead and you can get a leg up on your to-do list. Or sit quietly and brainstorm ideas for the day.

#85. Stay away from artificial blue light at night

If you didn't know, the light emitted by your favorite, must-use gadgets like smartphones, laptops, tablets, and more could be "stealing" your sleep. This light is known as [artificial blue light](#).

Blue light is problematic because it can confuse your natural sleep-wake cycle by creating an impression of daytime during the night.

Our advice? Stay away from these devices for at least one hour before going to bed. You will experience sound sleep and wake up refreshed and pumped up for a new workday.

Read: [How Blue Light Affects Your Sleep](#).

#86. Experience daylight to sleep well at night

Exposing yourself to natural light during the day is one of the best ways to kick insomnia to the curb.

According to one study, doing so helped participants fall asleep [83% faster](#). While [another study](#), suggested older adults who enjoyed 2 hours of daylight, outslept those who didn't. It was also found to increase their sleep efficiency to 80%.

Read: [Get Another 19 Simple Sleeping Tips That Will Make You Sleep Like a Baby](#)

#87. Never, ever work before bedtime

Some of us are sometimes overwhelmed and carry work home. Don't!

When you take assignments home and plug away at them in the evening, falling asleep can be more difficult. Moreover, the aforementioned blue light effects are still stalking your body.

Please believe me. Resisting the temptation to bring tasks home will make you a better executive (and person) in the long term.

Read: [Bad Sleeping Habits That You Must Shun](#)

#88. Test yourself for sleep apnea

Sleep apnea is a sleep disorder that can be potentially serious.

The question is: could [sleep apnea](#) be dampening your efforts to sleep like a log? Well, you can tell by testing yourself for symptoms.

Let me ask you:

- Do you struggle with your breath while sleeping (it repeatedly stops and starts)?
- Do you snore loudly?
- Do you wake up feeling drained even after oversleeping?

If you have any of these symptoms, you could have sleep apnea. A visit to a Health Care Professional (HCP) would be recommended in this case.

If appropriate, the HCP might test you for sleep apnea. Don't panic though, there are numerous [natural sleep apnea remedies](#).

Exercise your way to better productivity

Exercise has the potential to increase productivity to levels you thought you could never reach.

[According to Science](#), by elevating your heart rate, you increase the amount of blood in your brain, which boosts your cognitive function tremendously.

Even something as simple as regular walking can improve your brain function. Which will sharpen your mind and increase your output.

Sweating it out doesn't just benefit your overall fitness, but your immune system too. This improved immunity shields you from a myriad illnesses and pains, including back and neck pain, so you can focus on work instead of pain.

Unfortunately, our hectic schedules make getting time to visit a gym more challenging. But I've put together some tips to help you fit a better fitness routine into your busy lifestyle.

#89. Get up and move throughout the day in the office

Resist the temptation to sit throughout the workday. Be active when you can, walk around your office, stand when you're on the phone, walk around the office to visit co-workers.

For an added boost, take the stairs instead of the elevator. Each day increase the number of flights you take. You can even take the stairs just

to get moving, eat in a different place on another level on Wednesdays.

Take advantage of every possible opportunity to move around. You will be happier, more creative, and you will ultimately concentrate better.

#90. At least once a day, leave the office for a 15-minute walk

Find a time when you can steal 15 minutes out of your day for a walk, it might be lunch or a mid-afternoon break. It might seem insignificant, but a series 15-minute walk can collectively add up to a substantial amount of exercise.

It can be very beneficial to your weight loss efforts. For instance, a 185-pound person burns as much as [222 calories](#) walking just 30 minutes!

#91. Practice yoga at your workplace

Yoga helps develop many of the qualities needed to excel in business. While engaging in yoga, you focus on breathing and staying calm, while assuming difficult or stressful poses.

By doing this, you slowly retrain your brain to deal better with negative feelings. If you make it a regular habit, yoga will strengthen your capacity to fight stress and job anxiety in addition to alleviating physical ailments.

The increased focus and reduced stress can help enhance your cre-

ativity and lifts your energy at work.

[Find Out More About the Benefits of Practicing Yoga for Executives](#)

#92. Have you ever tried working out at work?

The next time you are waiting in line for the copy machine or your turn to use the microwave at work, start doing some calf raises.

A quick office workout can help your cognitive function and productivity.

[Get More Office Workout Ideas and Be More Productive!](#)

#93. Try an under desk elliptical machine

This small workout device sits hidden under your office desk and helps you stay active while seated at your desk.

You can even use it when you're on the phone or meeting with people in your office because it's quiet and won't bother others.

[Find out more about exercising discreetly at the office.](#)

#94. Implement low back stretches into your daily workday routine

According to [Joan Vernikos](#), former NASA scientist, sitting for prolonged periods of time leads to back soreness.

There are some easy lower back stretches you can do at work to combat this problem; you can even do them right at your desk!

Select the appropriate stretch from our [lower back office exercises](#). Do them daily and watch your focus and production soar.

Tips to develop healthy eating habits

Our bodies are like finely tuned machines; and as we all know, most machines need fuel. For our bodies, this fuel comes from what you eat.

[Scientific studies](#) have proven that food has the potential to increase your brain capacity and critical thinking function. There are even certain nutrients influence that can strengthen your problem-solving ability.

The answer to your productivity problems could very likely lie in tweaking your eating habits. Start with the following:

#95. Make staying hydrated at work a priority

When you're even mildly dehydrated, you develop headaches, feel chronically fatigued and have trouble paying attention. All of which can diminish productivity.

The remedy is simple. Just drink as much water as you can regularly throughout the day.

You will feel better when you're adequately hydrated and perform better too.

Read: [7 Effective Ways to Stay Hydrated While at Work](#)

#96. Never, ever skip breakfast

Breakfast is essential for supplying your brain with the energy it needs for sustained concentration and problem-solving during work.

Make it a habit to have a healthy executive breakfast to improve your productivity and stay alert all day long.

A healthy executive breakfast should include protein, fiber, complex carbohydrates and healthy fats. [Take a Look at Our Healthy Breakfast Proposals!](#)

#97. If you don't have time for a healthy breakfast, drink it!

Work is unpredictable and sometimes it can be impossible to find the time to enjoy a healthy breakfast. But that doesn't mean you should skip breakfast altogether.

Consider a liquid alternative, it's faster and can pack the same healthy benefits into a drink you can enjoy on the go. A green smoothie, for example, will still supply all the nutrients you need to get your day going and increase productivity at the same time.

Have a look at our [5 Quick and Easy Energy Drinks Proposals](#) for a healthy breakfast.

#98. Create a simple and healthy executive lunch to increase productivity

Do you know why your mind enters a lull after lunchtime?

Well, it's mainly because the food you eat for lunch redirects blood from your brain to aid the digestion process.

Choosing lighter healthier lunches could solve this early-afternoon sleepiness.

For example, a single-serve pack of tuna contains 12 grams of protein along with omega-3 fatty acids plus vitamin D.

You could also choose stock broth-based soups that are low in sodium and contain a combination of beans, carrots, spinach and other vegetables to add protein and fiber.

You can find a list of healthier and fulfilling executive lunch ideas [here](#).

#99. Avoid fast food and highly processed food at night

While processed foods can be tempting, they're often the worst food choice you can make.

The quick high you feel after eating them will likely be replaced by feeling sluggish and mental fog.

By contrast, eating healthily at night better equips you for a good morning and subsequently helps your productivity.

Have a look at our guide for some [healthy food options at night that will give you energy in the morning](#).

#100. Choose nutrient rich foods: salmon, leafy greens and avocados

Choose the foods you eat wisely, include foods that deliver the nutrients your body needs. Some great examples are:

Avocado can balance your sugar levels, so you retain your mental edge through the day.

Salmon positively impacts your mental health because of its omega-3 ingredient.

Leafy greens supplement the vitamin K reserves in your brain and help your cognitive functioning.

These foods help revamp your memory, focus and cognitive performance. [Find Out More Foods That Keep You Focused and Productive](#)

#101. Learn easy recipes to help you quickly prepare fulfilling meals that improve energy and productivity

The food you eat has to the potential to make you more energetic and productive. On the other hand, it can also drain your energy levels.

With a hyper-busy life, it can be hard to find the time to prepare the healthy meals your body needs.

There are cookbooks available though, with yummy, exciting and nutritious recipes that you can easily and quickly prepare at home in the morning or during lunch breaks at the office.

And even better, you won't need fancy cooking equipment to fix

yourself a healthy meal - most work with your basic kitchen setup.

Check out our list of [healthy cookbooks](#) for busy people will help you start off.

#102. Don't satisfy snack cravings by visiting the vending

You should avoid indulging your sweet tooth as much as possible. High carbohydrates, high bad fats, and foods high in sugar like doughnuts, cake, and pie, slow you down.

Choose healthy office-friendly snacks instead to sustain your energies and mental focus.

[Keep Energized and Productive at Work with These Healthy Office Snack Ideas!](#)

#103. Cut sugary drinks at work. Drink green tea instead

Sugar is a stimulant that depletes your energy and increases body tension.

In a [study](#) published in the *Journal of Personality and Social Psychology*, people reported more tiredness, lower energy and higher tension after eating a candy bar (compared to walking briskly for ten minutes).

There is evidence that suggests a high-sugar diet can impair human cognitive function.

[Animal studies](#) have further indicated that high-sugar diets blunt normal brain function. And obviously you can't perform well if you're not operating at your best.

Green tea is a great alternative. It will not only help your cognitive

function and energy, but it can also prevent killer sicknesses like obesity, diabetes and coronary artery disease.

Read: [How to Regain Your Energy at Work When You Are Feeling Sleepy](#)

#104. Don't drink coffee after the third hour at work

Coffee contains caffeine, a stimulant known to amplify your stress at work.

You absolutely should cut down on coffee, and if you can't kick the habit altogether at least try to stop drinking coffee after the third hour of your workday.

Find out exactly [how caffeine affects your responses to workplace stress](#).

#105. Try ginseng capsules for more energy at work

Ginseng capsules are very helpful for boosting energy. They are made from ginseng, an Asian herb famous for its energy and immunity boosting properties.

#106. Add magnesium to your diet

Kelp, cashews, almonds, parsley, soybeans, avocado and leafy greens all contain magnesium, a mineral that produces bucketloads of beneficial effects to human health.

Magnesium helps you fight the symptoms of stress like anxiety, memory loss, apathy, irritability, slowed responses and a persistent inability to focus.

It also inhibits brain degeneration and the release of the stress hormone, cortisol.

Including magnesium-rich foods in your diet will work wonders for your overall productivity.

[Start Using Magnesium for Stress Today!](#)

#107. Use melatonin supplements

[Melatonin](#) is a hormone that induces sleep. If your body is out of sync, it may not produce enough of the hormone, and you may have difficulty achieving adequate sleep.

Fortunately, melatonin is readily available as a supplement and can fill in the gap.

Read our [melatonin for sleep](#) post to learn how these godsent supplements work.

#108. Put sugar-free chewing gum in your pocket

Chewing sugar-free gum provides you a brain boost, thereby boosting your productivity.

In fact, by chewing gum you're likely to attain faster reaction time since chewing pumps more blood to the brain.





Chapter 4

Mental Wellbeing

Let's face it, job demands, and long hours eventually take their toll on your mental wellbeing, triggering stress and anxiety at work.

And [stress](#) can induce a plethora of illnesses, disrupt your sleep and kill your productivity.

I've put together a few, easy to do, stress-busting tips to help you manage your stress and anxiety both in and out of the office.

#109. Practice mindfulness to reduce stress and anxiety at work

Mindfulness can effectively ease the nerve-racking pressure from your brain. By practicing mindfulness, you return your brain to the present moment and away from any stressors.

By becoming more aware of the prevailing circumstances, you start seeing situations more clearly and regain your calm.

With a calmer, more focused mind you can be more productive at work. [Learn More About Mindfulness: A Simple Guide for Executives](#)

#110. Accept the things you cannot change

[Generalized Anxiety Disorder](#) is a psychological disorder characterized by excessive and persistent worrying about things, including those beyond your control.

Many of us spend too much time worrying about the things we cannot and change and inadvertently lower our productivity.

The [Anxiety Disorders Association of America](#) estimates one in four employees are held back by unrelenting anxiety.

To fix this, you need to learn to accept that you will never change these situations and move on. This way, your mind will learn to ignore the unimportant things and refocus on important matters.

[Learn More Tips About How to Deal with Anxiety at Work](#)

#111. Don't dwell on a problem

Problems are always going to be a part of life. But it's how you react that really matters.

While some of us choose to confront issues head on and try to solve them, others can become overwhelmed by them and inadvertently dwell on them.

Rather than linger on these problems, forget them and re-channel your energy into other pending tasks.

Read: [Wonderful Ways that Businesswomen Can Use to Reduce Stress at Work.](#)

#112. Set boundaries at work

Another tip we often recommend to those asking how to be more productive is to never try to please everyone. It's just not practical.

Whatever your position, you will certainly have people requesting your help at various points.

This could aggravate your stress levels as you prioritize making others happy at your own expense. What's our advice?

Set clear boundaries. No who you can help and when. And learn to say NO!

#113. Remain calm at the office with stress relief toys

Every manager or executive will, at some point, feel super frustrated at an unexpected turn of events. Some of us lose our cool and end up venting on co-workers.

Try to walk away from your desk to ease your tension or reach for a stress relief toy. A stress-relieving toy can entertain, challenge, and refresh your brain.

We suggest you consider one of [These Entertaining Stress Relief Toys.](#)

#114. Practice prayers to reduce stress

[Researchers](#) have discovered that there's a major connection between a lack of spirituality and mental issues like anxiety and depression.

[CEOs](#) of some of the world's biggest brands including Pepsi Co., Tyson, Inc., and Loews Corporation know this and have been using faith to minimize stress and enhance productivity in their offices for years.

You can improve your mental health (and hence productivity) by turning to prayers.

Read: [Why You Should Use Prayer for Stress, According to Science](#)

#115. Seek advice to reduce anxiety and stress at work

Sometimes seeking a helping hand can make all the difference in your struggle against stress. Reach for [helpful stress management books](#) and reduce your anxiety levels from the comfort of your sofa.

Most have easy practical tips that help you instantly calm your mind.

#116. Try to meditate with some help to become more regular and effective

[Studies](#) have repeatedly provided compelling evidence that meditation can alter how your brain perceives unfortunate incidents by foster-

ing positive emotions.

As a result, you are able to erase the frustrating feelings and soldier on with work. But since it might be difficult to achieve results at first, aids such as an easy-to-learn meditation headband come in very handy.

A good example is [Muse](#), revered for its fantastic relaxing properties. [Start Relaxing Your Mind Now!](#)

#117. Control your breath patterns and anxiety with biofeedback

When you are anxious or under pressure, your breathing pattern tends to be faster and irregular.

Biofeedback tracks your breathing throughout the day and provides helpful insights into your stress resistance.

By measuring your bio-signals continuously, biofeedback can help you regain control of your mental wellbeing and subsequently boost your productivity at work.

Take a look at our [review of Spire](#), a biofeedback device that works well for high-flying executives.

#118. Use aromatherapy to beat stressful situations

[Recent studies](#) have finally confirmed what some have suspected all along: essential oils have powerful medicinal properties that reduce stress and depression.

I encourage you to start using [portable aromatherapy mists](#) if you

want to expand your productivity.

#119. Use shiatsu massage at work

Massage can ease muscle pain and tension, improve your circulation and enhance flexibility.

But you may lack time to visit the massage parlor over the weekend or after work. That doesn't have to be a problem though, [full body massagers](#) can be used from the comfort of your own office.

Read: [Turn Any Seat into a Relieving Spa](#)

#120. Relax in bed to fall asleep

As soon as you jump into bed, try to inhale through your nose for about 4 seconds. You then slowly exhale out via your mouth for 7 -8 seconds. Do this for 5-10 minutes.

This breathing activity engages your abdominal and chest muscles easing tension and puts your mind in a relaxed state, eventually nudging it to sleep.

Read: [6 More Ways to Sleep Better Even If Your Stress Is Eating You Alive](#)

#121. Read self-help books on self-esteem

To deal with inevitable work challenges, learn from experts, business leaders or authors who have been there and done it.

Search for self-confidence texts by best-selling authors like Tom Rath and add them to your reading queue.

Such great reads will help you overcome issues that hurt your self-esteem like a dressing down by a moody boss. And your confidence (plus productivity) will be back up soon.

You might find these [leading self-confidence books helpful](#).

#122. Cut the negative self-talk

You won't get any better at work if you are always beating yourself up. Change this approach and talk to yourself kindly and encouragingly, rather than ragging on yourself for simple mistakes.

A positive mindset and being easy on yourself will help you learn from mistakes and boost your confidence.

Furthermore, changing your language from "I can't..." to "How can I...?" opens your mind to solutions that can help you progress.

The resulting optimism will help you rise to any challenge and achieve more even when the odds are heavily stacked against you.

#123. Build on your strengths

In a [study](#) dubbed Strengths Meta-Analysis, the renowned consultancy firm, Gallup, discovered that focusing on strengths rather than weaknesses boosts your chances of success in your job.

You need to identify your strengths first, then find ways you can use and enhance them each day. For example, identify projects which perfectly match you, and offer to be involved or lead them.

You may also develop ideas that you're sure to successfully execute.

#124. Learn from all your failures

Even your most successful role models make mistakes despite their peerless competence.

The difference between them and you is that they take each failure as yet another learning opportunity, and so they keep getting better.

You should copy that approach. Write down the lesson you learn from every new mistake and think of how you can avoid replicating your errors.

#125. To gain confidence, use a posture coach

According to the American social psychologist, [Amy Cuddy](#), there is a relationship between body language and confidence.

[Research conducted at Ohio State University](#) found that participants with better posture reported higher levels of self-esteem, better mood

and raised confidence.

Good posture prevents back and neck pain, too, according to [the American Chiropractic Association](#).

A [posture coach](#) might, therefore, do the trick!

Read: [Stand Taller and Become More Confident in the Office!](#)



About ManagerUp

ManagerUp helps managers, executives and entrepreneurs reach their maximum productivity and energy levels to be successful in their business lives, without sacrificing their health and private life.

I am Marek Struszczyk, Co-Founder at ManagerUp and it is my mission in life to help people become successful. I am a business executive with more than 25 years of experience in the business world as well as a certified corporate health and wellness coach. On my professional path, I have met hundreds of people who were not reaching their highest potential; and for many years, I have been trying to find out why.

While the question seems simple enough, the answer is very complex. Life in general, and business life in particular, is complicated. You are always required to juggle several things at once. You can be overwhelmed by deadlines and complex projects. You might be stressed by pressure coming from the market, your management team, and your colleagues. And you're likely working long hours.

After fighting for some years, many individuals give up. They accept mediocrity, although most are very talented. While others don't give

up, but they become victims of serious diseases which, in many cases, are caused by too much stress, physical exhaustion, and an unhealthy lifestyle. Many focus single-mindedly on the material world and forget family and their spiritual needs. Although professionally successful, deep inside they do not consider themselves happy.



To help all these professionals, I launched a website www.ManagerUp.com to give crucial advice on success, productivity, a healthy lifestyle, and spirituality.

I encourage you to visit my website, where you will find professional advice on how to be successful, work smarter, be more productive, and stay healthy in this hectic and stressful business world.

