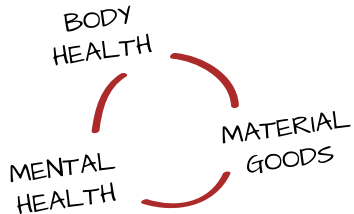


# 10 STRATEGIES THAT HELP INCREASE PRODUCTIVITY

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1 Keep a balance between each aspect of your life



2 Produce more than you absorb



6	milestone	✓
5	important	✓
4	interesting	✓
3	nice "to do / to have"	✗
2	fun but unnecessary	✗
1	garbage	✗

3 Always do an assertive evaluation

rest & taking a break every e.g 25 minutes



4 Deep work - the key of flow



9 Never stop process of self-improvement

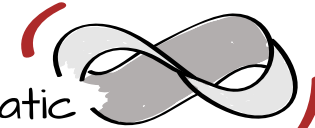


8 Back up your memories



and analyze progress!

10 Systematic repetitions



7 Make use of procrastination's light side



6 Meditation - do not underestimate mental hygiene

5 Minimalism and the power of less

