



Purpose

Finding balance with staying focused and productive can allow you to feel accomplished in your daily life. However, staying on track can present challenges for various reasons, which can lead to feeling unaccomplished, overwhelmed, and unmotivated. This document offers suggestions to maximize and manage productivity while prioritizing your mental well-being first.

Tips for Focus and Productivity

Accountability

Taking the extra step of having another person to hold you accountable can be just the push you need to get things done. Think of a trusted and motivated person that you could check in with to keep you focused and working towards the task at hand. It can be helpful to check in with this person again once you have accomplished what you were working towards.

Maximizing Productivity

Think about your typical workspace setup, including where you put your phone and where the lighting is. Taking note of these things can help bring you into or take you out of a more productive mindset.

It can also be helpful to devote more time than you initially thought you would need to accomplish your tasks. This way, there is less pressure to fulfill the needs of a limited time slot since you'll have more time to work effectively.

Avoiding Distractions

Remove anything that you know is a temptation. Some examples of common distractions are your phone, social media, friends or family, and the tv or radio. Methods for combatting some of these are: Setting your phone to airplane mode or locking yourself out of it for a set period; Switching off the TV and radio; Moving yourself to an isolated space in your home and asking that friends/family/roommates respect your space for the time that you have allocated to complete the activity.



Kindness and Forgiveness

Break up the things you want to accomplish into smaller, more manageable tasks. Setting too high expectations and chastising yourself for not meeting said expectations would ultimately do more harm than good. Take a step back, breathe, and commend yourself for what you have achieved, even if it's just the first step.

Listen to your Needs

Pushing yourself too hard or not enough could lead to you feeling frustrated and overwhelmed. Be intuitive and listen to your mind and body. If you're feeling burnt out, take a break. If you're feeling determined, get to work.