

# 5 WAYS TO HACK YOUR PRODUCTIVITY

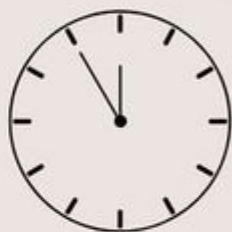


## 1. Time Block Your Day

Schedule your day in time blocks rather than just having a to-do list.

## 2. Work in Sprints

Work in short sprints with breaks in between rather than long periods of time. For example: 1 hour 30 minutes on, 15-minute break.



## 3. Break Down Tasks

Break down your projects into manageable tasks you can do in one sprint.



## 4. Automate Tasks

Create processes to automate anything you can. For those you can't automate, batch them.



## 5. Prioritize!

Identify what is most important, and create your to-do list around it.

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