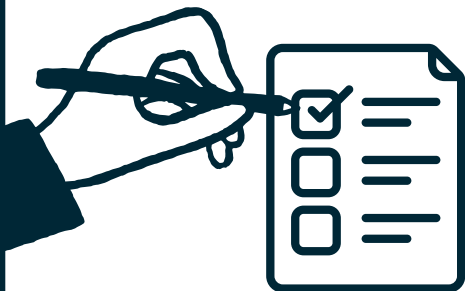


# 6 WAYS CEOS CAN MAXIMIZE PRODUCTIVITY



## 1 START WITH YOUR MOST DREADED TASK

Tackle the most dreaded task first thing in the day when you have the most energy. Important tasks are often challenging but necessary for personal and professional growth.

## 2 GROUP SIMILAR ACTIVITIES TOGETHER

You can schedule meetings in the afternoon and do busy work in the morning. This way, you can concentrate on your meetings and plan for the next day after digesting the conversations.

## 3 TAKE AN ACTUAL LUNCH BREAK

Arrange a 30-minute lunch meeting with a coworker, manager, or family member. Socializing with someone you don't see during a typical workday can also be beneficial.

## 4 SCHEDULE TIME FOR THINKING AND BRAINSTORMING

Brainstorming helps focus on long-term strategy and maintaining motivation. Taking a break to think creatively leads to better decision-making and greater productivity.

## 5 ALLOT ONLY A CERTAIN AMOUNT OF TIME PER TASK

Setting time limits for tasks can help structure your workday and increase productivity. Reserve extra time at the end of the day to complete unfinished tasks.

## 6 SPLIT YOUR DAY INTO PRODUCTIVE INTERVALS

The Pomodoro technique is an excellent way for CEOs to stay productive. It involves working in 25-minute intervals followed by a 5-minute break, which helps eliminate distractions.

