

8 PRODUCTIVITY TIPS

-  1. Write down every upcoming task.
-  2. Use 10 minutes to prep for tomorrow.
-  3. Do your most dreaded task first.
-  4. Turn off outside distractions.
-  5. Batch process routine or similar tasks.
-  6. Delegate whenever it makes sense.
-  7. If the answer is no, then just say no.
-  8. Eat right and exercise every day.

Tips Digital Productivity

Pasquale De Marco



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Ignite the flame of optimism with Get Inspired by is motivational masterpiece, Find Positivity in **Tips Digital Productivity** . In a downloadable PDF format (*), this ebook is a beacon of encouragement. Download now and let the words propel you towards a brighter, more motivated tomorrow.

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