

Boost Your Productivity with These Simple Strategies

Struggling to stay on track? Productivity isn't just about working harder—it's about working smarter. These practical tips will help you manage your time, shift your mindset, and get more done with less effort.



Zoom Out: Step back and look at the bigger picture. Understanding how a task fits into your goals can help you see its true value. If a task doesn't serve a purpose, consider eliminating, delegating, or minimizing it.

Identify Procrastination Triggers: Certain tasks are naturally harder to start. If a task feels boring, frustrating, difficult, ambiguous, unstructured, or lacks personal meaning, find ways to make it more engaging or clear.

Reframe Your Self-Talk: Negative self-talk can drain motivation. Pay attention to how you speak to yourself. Replace "I can't do this" with "I'll take it one step at a time."

Give Yourself Permission to Start Imperfectly: The hardest part is often just getting started. If you're stuck, allow yourself to create a "bad first draft" to lower the pressure.

Set Time Limits: Working with a time constraint increases focus. Instead of saying, "I'll work on this all afternoon," try, "I'll spend 25 minutes on this and take a break."

Shrink the Task: Feeling overwhelmed? Reduce the scope of the task until it feels manageable. If writing a report feels like too much, commit to writing just the first sentence.

Change Your Environment: A change of scenery can boost focus. Try working in a new location, adjusting your workspace, or even stepping outside for fresh air.

Disconnect to Focus: Limit online distractions by turning off notifications or disconnecting from the internet for focused work sessions.

Reward Yourself: Set small, meaningful rewards for task completion. Whether it's a coffee break or screen time, choose something motivating.

Embrace Breaks: Productivity isn't about constant work. If you're feeling drained, a strategic break can help you recharge and return with fresh energy.

To book an appointment with one of our counsellors, call or scan the QR Code



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