

# **7 TIPS OWNER SHOULD DO TO STAY PRODUCTIVE**

People complain that they work hard but yet still not successful. We all have heard that hard work always pays off but still, people aren't successful, why? Maybe they aren't that productive. Working hard and being productive are two different paths. Let suppose, you are working on a project suddenly your phone rang. It was your friend, now you were engaged in a long talk.

Staying productive is a very difficult task because of the distractions. However, to be successful, you need to be productive. If you are having difficulties in staying productive then this blog is for you. We got 7 tips through which you can be productive.

## **Tip No.1: Know Your Why?**

People aren't productive because they aren't organized. They don't know what is more important. Let's do a small experiment, take out 5 minutes of your life and think why you are doing this? Why you are working so hard? Maybe for your children so that they study in good colleges, you want to explore the world, etc. Everyone has a purpose, know your purpose.

## **Tip No.2: Meditation**

One of the best ways to relax your mind is to meditate. Meditation doesn't have a specific time but many people believe that early morning meditation helps you a lot. You should meditate at least once a day. However, you can do as many times as you want, it is better for your health.

There are many methods of meditation. You can search that on YouTube and find a suitable meditation for yourself. This will clear your head as well as increase your creativity.

## **Tip No.3: Exercise**

A healthy mind and body are one of the requirements for staying productive. When you get awake, the first thing you do is exercise. Not checking emails or texts, take a shower and go for a long walk or do exercise at home. It won't take more than 30 minutes but it will be worth it in the end.

## **Tip No.4: Track Your Daily Activities**

Tracking your daily activities can tell you how much time you are being productive and how much time you are wasting. To track your daily activities, you can download an app which name is "rescue time app". This app can track your daily activities. Moreover, it will give you a score in the end. You can analyze that score and try to improve it daily.

## **Tip No.5: Prioritize**

Once you track your time, it is time to prioritize it. Prioritize your work so that you can stay productive. List those above which are very important. Ensure that you check your priority list after waking up. This will help you to find what things are more important.

## **Tip No.6: Get Rid of Distractions**

The world is full of distractions. To be progressive, you need to stay away from these distractions and how you can do that? By tracking your daily activities. You can check how much time you are

sending on other things. One of the biggest distractions is social media. One of the ways to prevent social media distraction is by deleting all social media apps from your phone.

### **Tip No.7: Get a Business Scheduler**

Last but not least, you should get a business scheduler. Saving time is very important. Remember, time is money. If you waste time, that is like losing money. There are many apps for the business scheduler, in the end, it is about saving as well as utilizing time to stay productive.

If you want to know more about how you can stay productive, check out our video by [clicking here](#).