



An average man in the 21st century is no stranger to a busy lifestyle. While we appreciate the era for its fabulous trends and groundbreaking ideas, it's hard to ignore the hustle culture that came along with it. From being buried in mails to beating endless deadlines, and never completing tasks, the theme of the season is *"more busy, less productive"*. Many individuals now feel compelled to risk burnout rather than take a brief break, fearing the feeling of idleness. As a result, we often struggle to account for our time and find ourselves spiralling into an unhealthy lifestyle.

The good news is that you can navigate this hustle culture without feeling overwhelmed. Over the years, experts and everyday people who have mastered the art of productivity have shared countless tips on how to be more effective without just being busy. We've streamlined these insights into the seven most effective strategies that can turn any grey day into a win:

### **1. The 2-Minute rule**



This hack is a powerful ally against procrastination, piling up tasks, and improves your habit generally. The 2 minute rule states, *“If a task will take less than 2 minutes to complete, do it immediately and don’t delay”*. By following this principle, you can keep small tasks from accumulating and creating unnecessary stress. Research shows that completing micro tasks helps your brain release dopamine which increases motivation and happiness. Whether it's replying to a quick email or tidying up your workspace, these little tasks take up mental space, so knocking them out quickly keeps your to-do list manageable.

*Tip: When you’re in the middle of a larger task, jot down any two-minute tasks you come across, and tackle them during your next break.*

## **2. Avoid multitasking**



Multitasking often gives the illusion of productivity, but it rarely delivers on that promise. Doing two or more things simultaneously has since fallen out of fashion,

and according to research, actually makes you 40% less productive. On the contrary, focusing on one task at a time improves your concentration and output. By channelling all your energy into a single task, you are more likely to complete it faster and utilise your time better. You can also consider trying the pomodoro technique, where you work in focused intervals - typically 25 to 30 minutes - followed by short breaks to recharge. By fully investing yourself in your work during these intervals, you can stay sharp and maintain your productivity throughout the day.

*Tip: Set a timer on your phone or use apps like Pomodone or Focus Booster to structure your work sessions.*

### 3. Create a To-Do List & Prioritise



Creating a to-do list is one of the oldest working tricks in the book. According to research, writing down your goals increases your chance of achieving them by 42%. Doing this a night before or early in the morning is a practical and effective way to stay organised and improve your productivity. You should also note that not all tasks are created equal, and it is crucial to distinguish between what is urgent and what is important. The **Eisenhower Matrix** is a great tool for this. Divide your tasks into four categories: urgent and important, important but not urgent, urgent but not important, and neither urgent nor important. This method helps you avoid getting bogged down with busywork and focus on the big picture.

*Tip: Start your day by listing your top three priorities—this keeps you focused and prevents overwhelm.*

#### **4. Prioritise Rest and Health**



Any advice for productivity would be incomplete without this much overlooked aspect. As much as you are trying to get more work done within a shorter period of time, it is also extremely important to prioritise rest and your health above everything else. Productivity isn't just about powering through tasks—it is also about knowing when to take a break. The importance of getting enough sleep, taking breaks, and eating nutritious snacks throughout the day cannot be over-emphasized. Taking care of your physical health directly impacts your mental clarity and overall productivity, since you can't perform at your best when you're running on fumes.

*Tip: Schedule short breaks throughout your workday to stretch, grab a healthy snack, or take a walk.*

#### **5. Use Time Blocks for Focused Work**



This hack is an excellent way to structure your day and manage your time effectively. Time blocking involves scheduling dedicated blocks of time for specific tasks. During these blocks, it's essential to eliminate all distractions - turn off notifications, set your phone to 'Do Not Disturb,' and fully immerse yourself in the task at hand. By following this method, you can work smarter, not harder, as it encourages a routine that enhances focus and productivity. With clear boundaries around your work time, you can tackle tasks with greater efficiency and clarity.

*Tip: Block time for both work and self-care, making sure you're devoting time to your well-being as well as your productivity.*

## **6. Delegate and Say No**



Many people struggle to say no and rather take on unrealistic tasks. Saying no is one of the best boundary setting skills you can acquire especially as a busy

person. Refusing to low-priority tasks or requests helps you maintain focus on your goals. It might be hard at first, but constantly placing your personal priorities first can skyrocket your productivity and make your overall day better. Also, delegating tasks is a good way to keep you at the top of your game. You don't have to do everything yourself, and learning to delegate tasks can free up time for what truly matters. If a task doesn't align with your priorities, it's perfectly okay to pass it on or say no.

*Tip: Delegate small tasks to others or use tools like Asana or Trello to keep track of what you can outsource.*

## **7. Eat the frog**



One major motivation killer is the thought of tackling an extremely difficult task. Just contemplating a daunting project can drain your energy and enthusiasm, but the simplest solution is to tackle it first. This hard-and-fast rule, known as “eating the frog,” encourages you to get the most challenging task out of the way early in the day, setting a positive tone for everything that follows. Once you’ve conquered your frog, you’ll likely find that everything else feels much easier to manage.

*Tip: Identify your frog the night before, so you know exactly what to focus on first thing in the morning.*

Productivity isn't a one-time achievement; it's a continuous journey built on healthy habits. It's about working smarter, not harder, while maximising your time and maintaining your physical and mental well-being. These productivity hacks can help introduce balance into your busy lifestyle, leading to a more fulfilling life. By focusing on your goals, engaging in strategic planning, and prioritising self-care, you can achieve your objectives without draining yourself in the process. Remember, everyone is unique, so it's essential to tailor these hacks to fit your personal style and preferences.

Till next time guys!