

# Productivity Hacks for Work

Unlock your full potential with cutting-edge strategies.  
Power through tasks efficiently.

by Susan Wagner



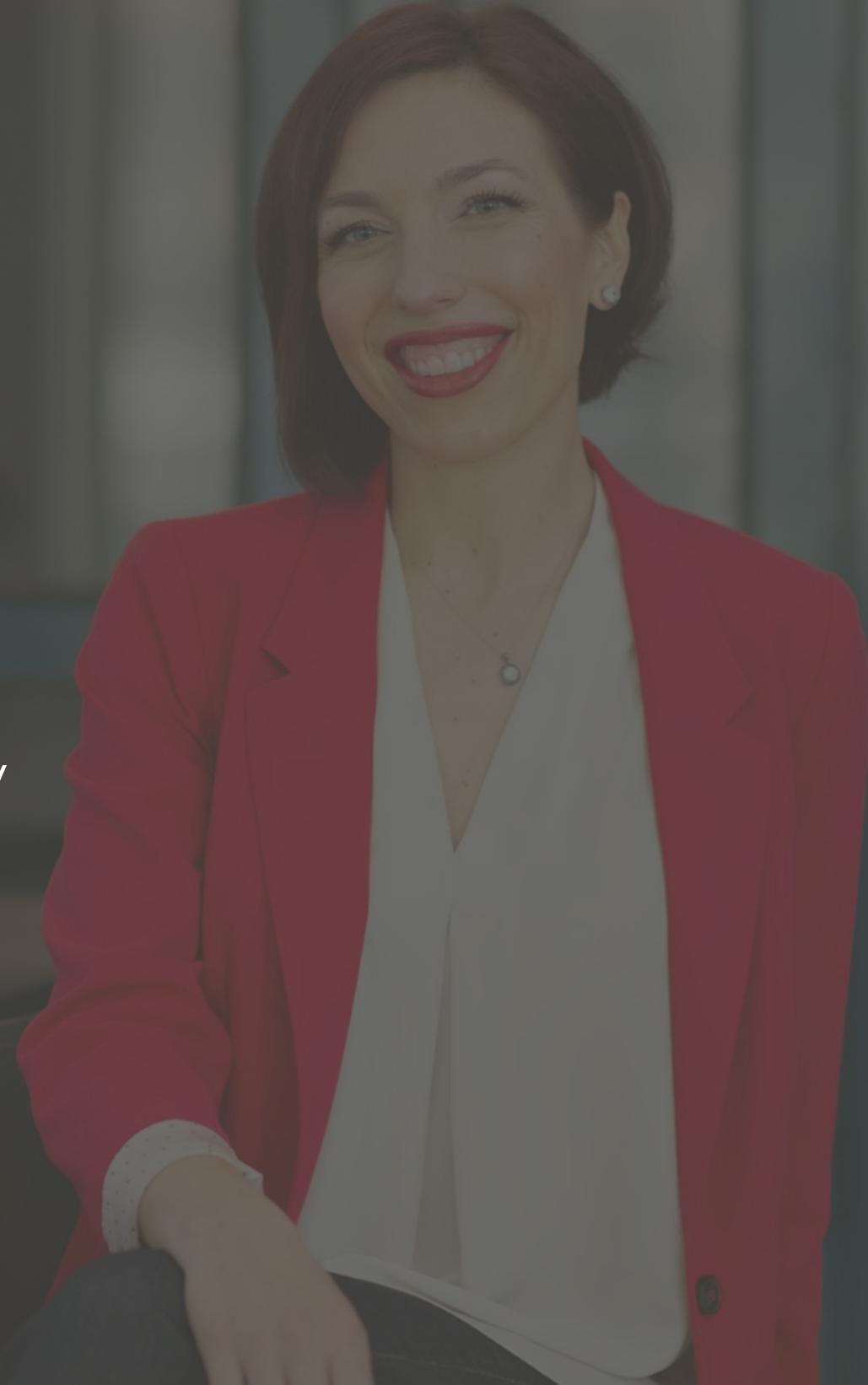


# Inspiration

"If we all did the things we are capable of doing, we would literally astound ourselves." – Thomas Edison

# Susan Wagner

- Founder at Palm Tree Wellness
- MS in Integrated Design, Business and Technology
- AFAA Group Fitness Instructor



# Agenda



## Overview

Productivity  
fundamentals

## Hacks

Actionable tips and  
tech tools

## Q&A

Interactive group  
discussion

## Action Plan

Personalized next  
steps



1

# Productivity Overview

Crucial for work-life balance and success.

# What is Productivity?

## 1 Efficiency

Maximizing output per unit input

## 2 Time Management

Using time effectively

## 3 Goal Achievement

Focusing efforts strategically



# Consider your Personality Type

One size doesn't fit all. Customize for your style.



# Myers-Briggs Type Indicator (MBTI)



## Discover Your Type

[MBTI \\$60](#), or [Truity TypeFinder](#) for free. Understand your unique strengths and preferences.



## Optimize Productivity

Try tailored [productivity hacks](#) for your MBTI personality type to find what works best.



## Understand Others

Gain insights that improve your self-awareness and relationships with others.

A photograph of a modern office setup. Two black office chairs with vertical stripes are positioned at a light-colored wooden desk. On the desk are a small framed picture, a vase with pink flowers, and a small potted plant. The desk is set against a large window that offers a panoramic view of a city skyline with numerous skyscrapers under a clear sky.

2

# Productivity Hacks

Proven methods to skyrocket your performance.

# Healthy Routines

## Sleep

7-9 hrs for optimal energy



## Exercise

Boost endorphins, focus



## Nutrition

Fuel your productivity



# Optimize Your Space

## 1 Declutter

Remove distractions

## 3 Ergonomics

Proper posture, comfort

## 2 Natural Light

Increase energy, mood



# Remote Work Tips

## Dedicated Workspace

Separate work-life balance

## Virtual Collaboration

Leverage tools like Zoom, Slack, Trello, MS Teams, Mural, etc.

## Routine & Structure

Stay disciplined



# Stay Focused

1

## Pomodoro Technique

Work in 25 minute sprints  
with short breaks

2

## Noise-Cancelling

Block distractions

3

## High Focus Music

Aid concentration. Try [Focus@will](#) (\$7.50/month), [Brain.fm](#) (\$10/month), or Spotify's Focus playlists

# Eat That Frog

Tackle tough tasks early for peak productivity.



S

M

A

R

T

TIMELY

REALISTIC

ACHIEVABLE

MEASURABLE

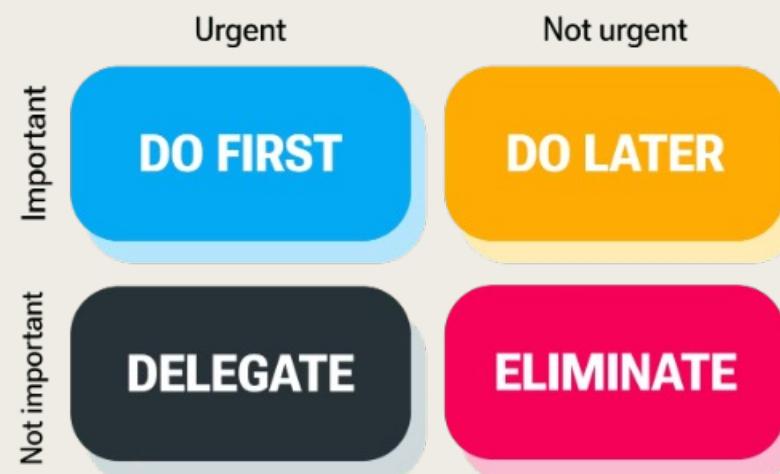
SPECIFIC

GOAL

# Time Management

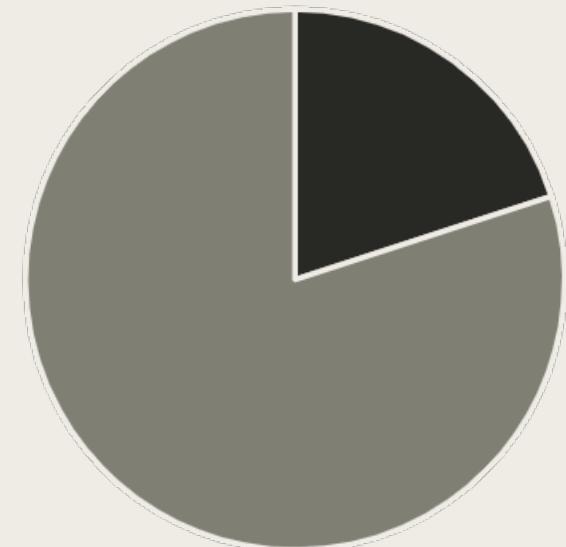
## Eisenhower Matrix

Prioritize tasks by urgency and importance



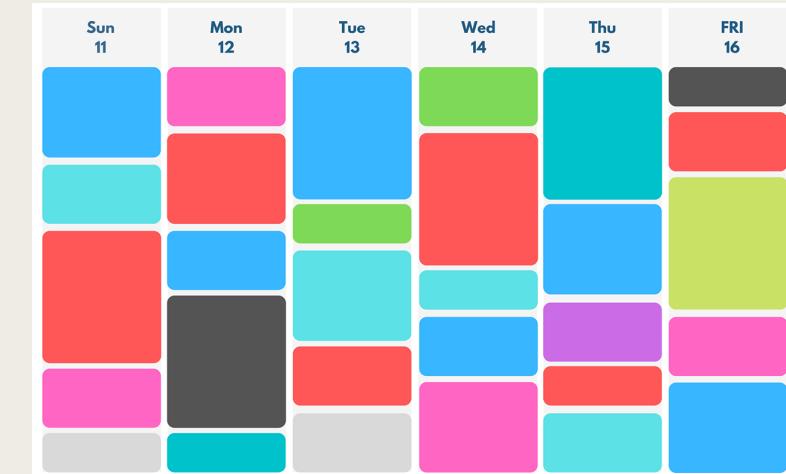
## 80/20 Rule

Focus on the 20% of tasks that produce 80% of results



## Time Blocking

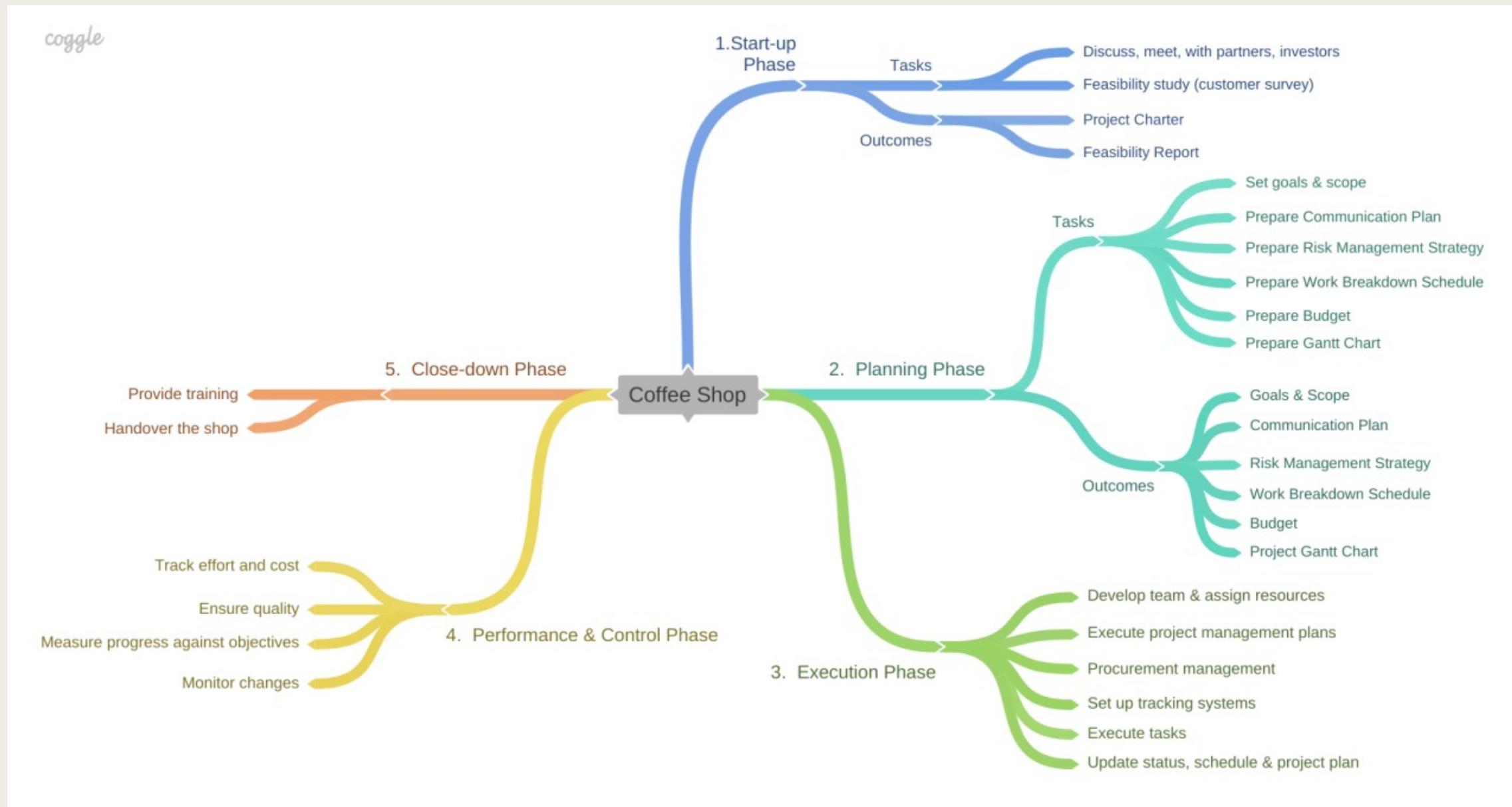
Dedicated time slots for the day, planned the night before



# Productivity Tool Examples

<u>ClickUp</u>	All-in-one productivity platform	Free or \$7/month
<u>Notion</u>	Note-taking and knowledge base	Free or \$8/month
<u>RescueTime</u>	Time tracking	Free or \$6.50/month
<u>Todoist</u>	To-do list app and planner	Free or \$4/month
<u>Grammarly</u>	Grammar and writing assistant	Free or \$12/month
<u>Coggle</u>	Mind mapping and diagramming	Free or \$5/month

Want more? Check out [this list](#).



# AI Productivity Boost

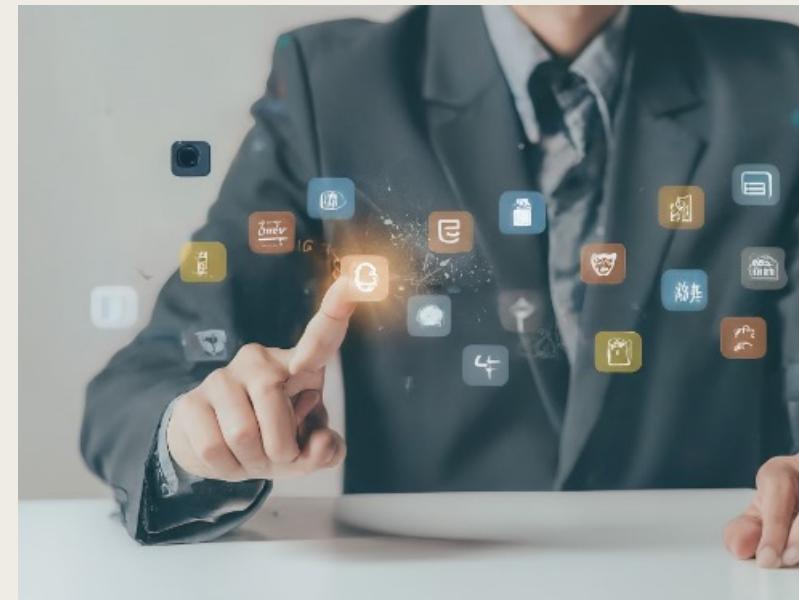
## Transcription

Ex: [Fireflies.ai](#) (free, \$10/month)



## Automate Workflows

Ex: [Zapier](#) (free, \$20/month)

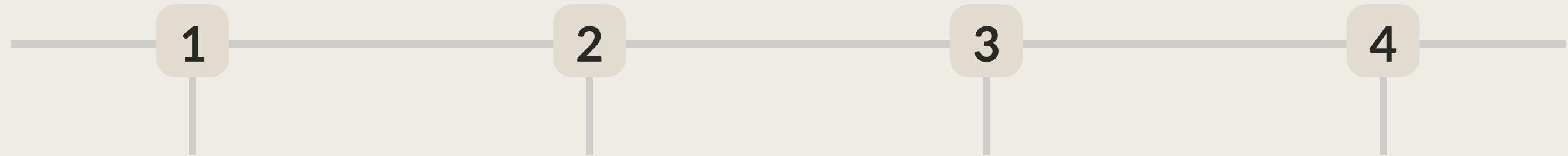


## Slide Decks

Ex: [Gamma.app](#) (free, \$8/month)



# Overcome Procrastination



## Identify Root Causes

Perfectionism?  
Fear of failure?

## Break Tasks Down

Into manageable chunks

## Use Incentives

Small rewards for progress

## Eliminate Distractions

Control your environment

# The Art of Delegation

## 1 Task Complexity

Match skills required

## 3 Skill Development

Opportunity for growth

## 2 Time Sensitivity

Prioritize time-critical work

## 4 Resource Availability

Identify qualified people

# Measuring Productivity

## Output Metrics

Quantify deliverables

## Time Tracking

Monitor time spent

## Goal Progress

Assess milestones

## Feedback

Gather qualitative input



# Mindfulness for Focus

Short mindfulness breaks refresh the mind.

# Digital Detox Benefits

## Reduce Stress

Unplug from digital noise



## Boost Creativity

Allow new ideas to flow



## Recharge Focus

Regain mental clarity





3

## Interactive Q&A

Let's discuss your productivity challenges.

# #1 Productivity Tip

Just get started. Action beats inaction!





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# Action Plan

You may delay, but time will not.

# My Productivity Plan

## 1 Identify Goals

What do I want to achieve?

## 3 Schedule It

When can I take action?

## 2 Choose Strategies

Which hacks suit me best?

## 4 Accountability

How to stay on track?



# Summary



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# Thanks for Joining!

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