

# 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

**1**

## **Overview**

Productivity  
fundamentals

**2**

## **Hacks**

Actionable tips and  
tech tools

**3**

## **Q&A**

Interactive group  
discussion

**4**

## **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.





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

2

## Natural Light

Increase energy, mood

3

## Ergonomics

Proper posture, comfort





# 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

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC

TIMELY

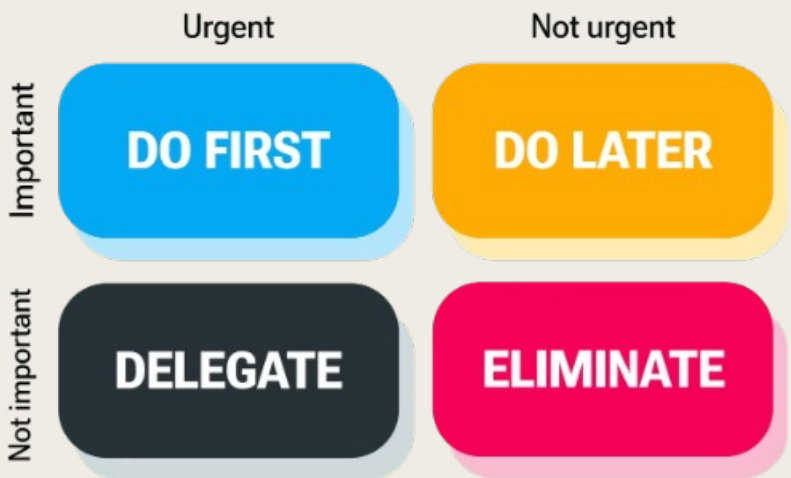
GOAL



# Time Management

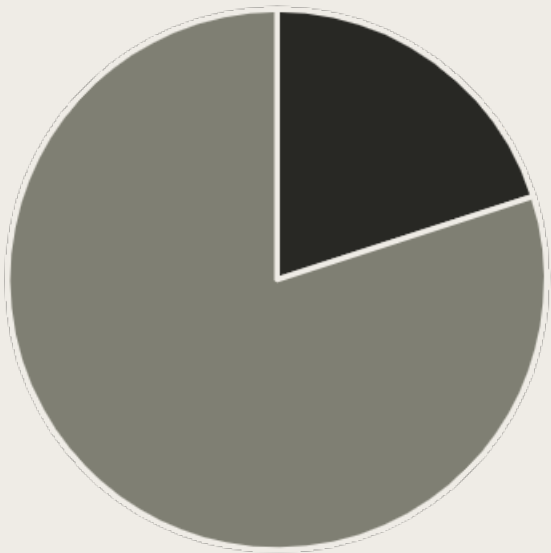
## Eisenhower Matrix

Prioritize tasks by urgency and importance



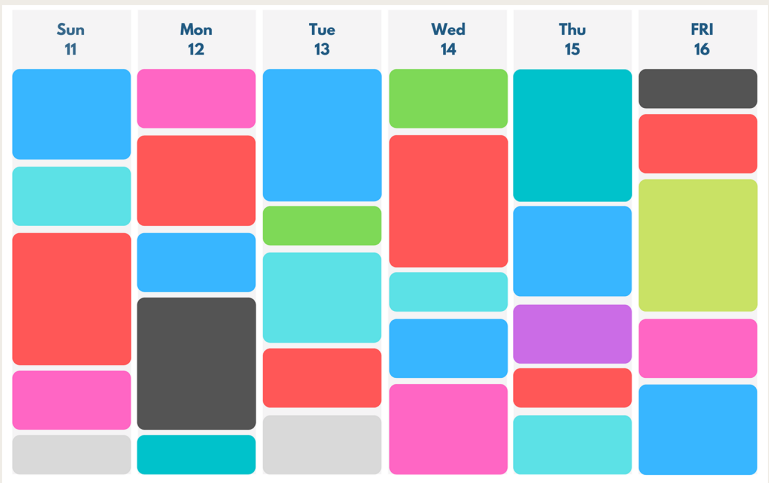
## 80/20 Rule

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



## Time Blocking

Dedicated time slots for the day, planned the night before

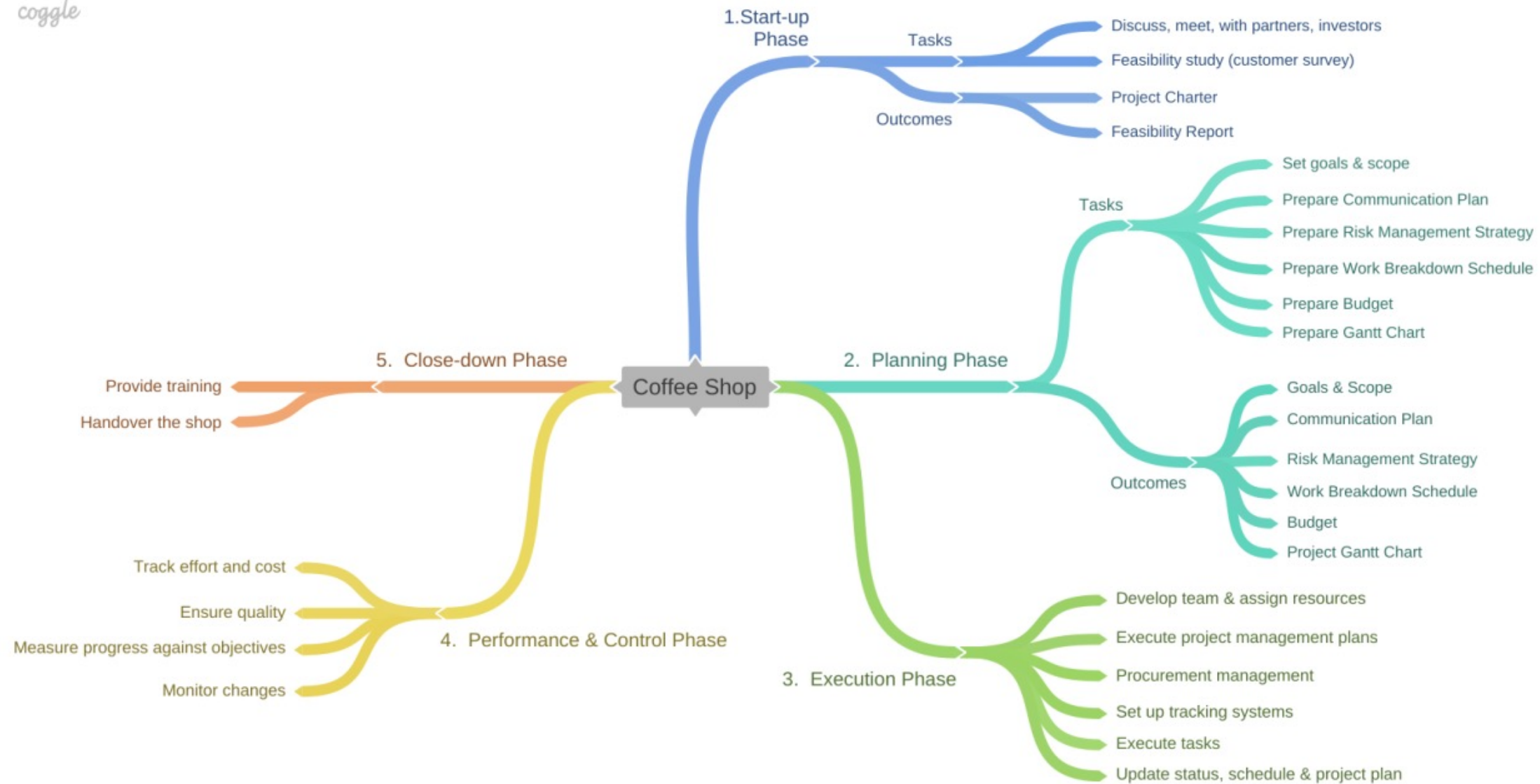


# Productivity Tool Examples

<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

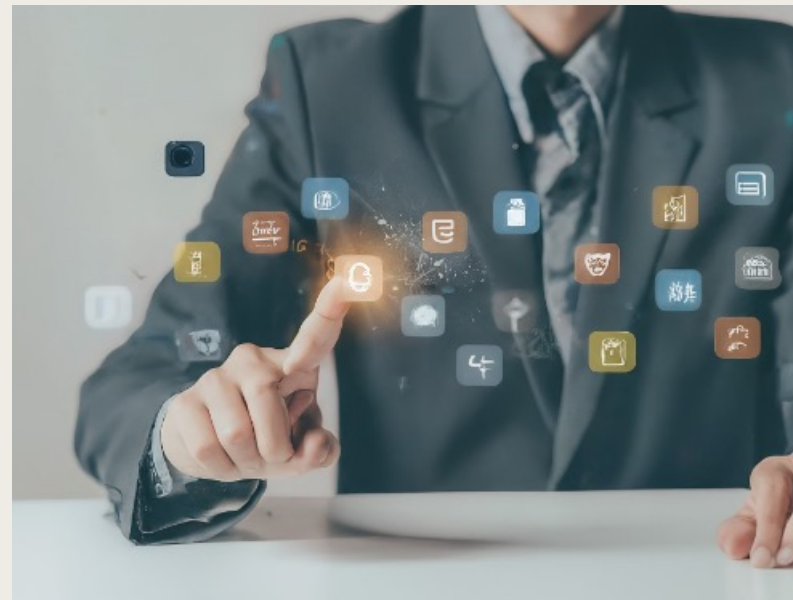
## Transcription

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



## Automate Workflows

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

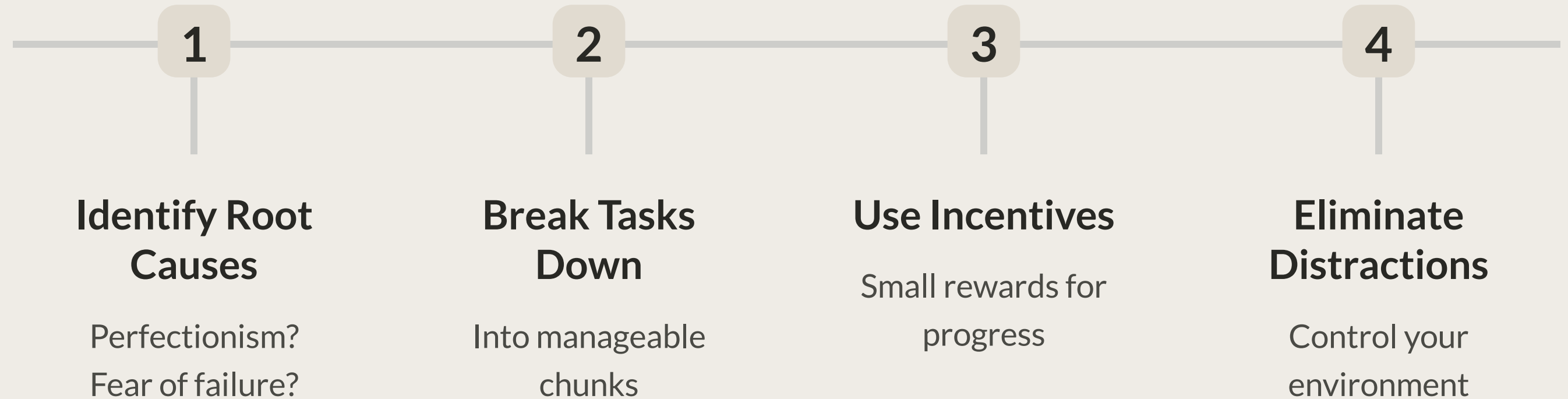


## Slide Decks

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



# Overcome Procrastination





# The Art of Delegation



**1**

## **Task Complexity**

Match skills required

**2**

## **Time Sensitivity**

Prioritize time-critical work

**3**

## **Skill Development**

Opportunity for growth

**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!







4

# 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**

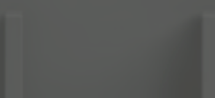
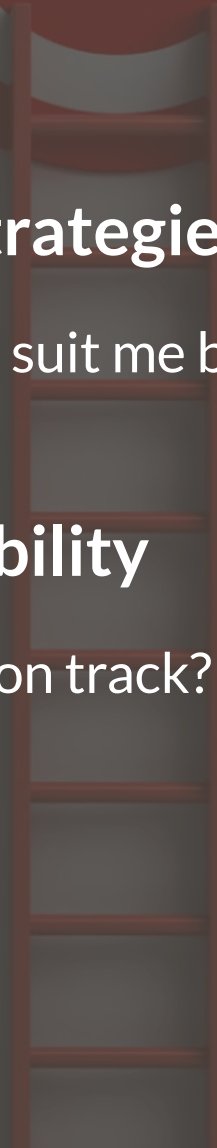
## Choose Strategies

Which hacks suit me best?

**4**

## Accountability

How to stay on track?



# Summary

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# Thanks for Joining!

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