PCI Institute
POWER CREATIVITY INFLUENCE

10 Productivity Hacks

Hack #1: Use the Pomodoro Technique

The Pomodoro Technique is a time management method developed by Francesco Cirillo in the late 1980s. The technique uses a timer to break down work into intervals, traditionally 25 minutes in length, separated by short breaks. These intervals are named pomodoros, the plural in English of the Italian word pomodoro (tomato), after the tomato-shaped kitchen timer that Cirillo used as a university student.

Hack #2: Learn to say "No"

Sometimes, our lack of productivity stems from the fact that we take on too much at once. Only say "yes" to the things that will help you move closer to your goal. Everything else will distract you and keep you from reaching your desired goal.

Hack #3: Use Brain.fm

Brain.fm describes itself as "the most advanced AI music composer on the planet" and that's probably still an understatement. If you have trouble focusing for long blocks of time, then this just might be what the doctor ordered. In addition to providing music for Focus, you can use it for meditation, relaxation, and sleep.

Hack #4: Use red and blue more often.

Scientific research suggests that red is a color that helps to stimulate our attention, while the color blue is good for stimulating creativity. Wherever you work, you should consider incorporating both of these colors in and around your workspace.

Hack #5: Drink plenty of water.

In order to be productive, you need to have energy. Studies have shown that a 3% drop in hydration causes a 30% decrease in energy. As a rule of thumb, you should be drinking half of your body weight in ounces. For example, if you weigh 200 pounds, then you should be drinking 100 oz. of water on a daily basis.

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Hack #6: Get plenty of sleep.

There's nothing worse than waking up in the morning and not feeling like you got enough sleep last night. If you're running on a sleep deficit, you're going to feel it throughout the entire day and it will be difficult to bring your best to what you need to get done. Make sure you get at least 6-8 hours of rest, so you can wake up and feel ready to take on the day.

Hack #7: Workout in the morning.

Nothing starts the day off right like getting in a good morning workout. After a strong workout, your body naturally releases feel-good chemicals throughout your body. As you're feeling good within yourself, it'll carry over to everything you do.

Hack #8: Meditate

Meditation has been around for hundreds of years and you don't need to be a monk to reap the benefits from it. Taking time each day to meditate will help clear your mind, reduce stress and improve your concentration for when you need it.

Hack #9: Create lists.

Creating lists helps to bring order and clarity to your ideas. Simpleology has an entire section dedicated to creating lists so make sure you take advantage of it. For more info on lists, make sure to go through the Green Belt Training.

Hack #10: Wake up earlier.

If you want to get a jump on your day, then waking up earlier might be a good option. When you're up early, there's less distractions and will give you extra time to yourself. You can use this time to meditate, plan, workout or get a jump on the things that you have to do for work. The possibilities are endless.

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