

12 PRODUCTIVITY HACKS

FOR A WORK-FROM-HOME COMMUTE

65% of employees want to stay remote post-pandemic. Utilize saved commuting time to set yourself up for success.

- 35** The number of minutes the average American saves by not commuting per day
- 19** The number of days the average worker saves by not commuting per year
- 83** The number of dollars the average worker saves by not commuting per week

SEPARATE YOUR HOME AND WORK-LIFE

Try to recreate "going to the office" insofar as possible to give your brain time to prepare for work.

- 01 BREW A CUP OF GINSENG TEA**
PERK: Navigate tricky situations with ease.
Schedule found that when safe drink ginseng tea, they were better able to navigate stress.
- 02 TAKE 10 MINUTES TO TIDY UP**
PERK: Begin the day with a clear mind.
Decluttering reduces stress, improves focus, and eliminates distractions for remote workers.
- 03 GET DRESSED LIKE YOU WOULD FOR THE OFFICE**
PERK: Maintain a professional image and mindset.
Not only does dressing up for a work, fixed, boost the look, good - it gives you confidence.
- 04 GO FOR A NEIGHBORHOOD STROLL**
PERK: Reduce stress and increase creativity and productivity.
A brisk walk can help with pre-work stress and increase creative output by 60%.

FIRE UP YOUR ENERGY LEVELS

Using convenient time savings to boost motivation will help you start "on" at the beginning of the day and get down to work.

- 05 LISTEN TO A PRODUCTIVITY AUDIOBOOK LIKE ATOMIC HABITS**
PERK: Learn strategies to build positive routines.
The New York Times best seller by James Clear provides actionable tips on habit building.
- 06 VISUALIZE YOUR PERFECT DAY**
PERK: Boost courage and foster a sense of purpose.
Construct your ideal life from inside your head, and then pursue actions to make it a reality.
- 07 STREAM A SUCCESS FORECAST LIKE SCHOOL OF GREATNESS**
PERK: Apply success tips from icons to your own life.
With over 500 episodes, this podcast makes what it takes to be truly great in work and life.
- 08 USE VOICE CAPTURE FOR NOTES AND REMINDERS**
PERK: Stay safe and alert while playing productive.
If you need to act a reminder, send a text, or take a note, use your phone's voice capture.

MAXIMIZE EFFICIENCY

Use your commute time savings to catch up on chores or knock out minor work tasks.

- 09 BRAINSTORM NEW IDEAS**
PERK: Iterate concepts without office distractions.
Use your commute to jot down fresh ideas before the whirlwind of meetings and calls.
- 10 COMPLETE A CHALLENGING PUZZLE**
PERK: Strengthen your problem-solving skills.
Sudoku, crossword, or puzzle apps on your phone all make great morning brain teasers.
- 11 ORGANIZE YOUR FINANCES**
PERK: Know where your money's going at all times.
Pay your bills, check your budget, and stay on top of your finances to help build wealth.
- 12 SCHEDULE YOUR DAY VIA TIME BLOCKING**
PERK: Optimize every hour of your working day.
Time blocking ensures every task has a designated time slot so nothing gets ignored.