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With endless articles online offering productivity advice, how to separate the wheat from the chaff? We brought some method to the madness. We scoured hundreds of articles online and found the top 100 most frequently cited tips. We then ranked them using their overall score on the below stats.

The result? The definitive top 100 productivity hacks. Which ones work for you?

Each tip is organised by:

Category: ⚙️ Admin, ⚡ Distractions, ✉️ Email, 🏠 Environment, 🚩 Goals, 🗣️ Meetings, ⌚ Time Management, 💖 Wellbeing

Utility: ★ How useful it is, scored out of 100

Difficulty: 📊 Determined by combining scores for the complexity and required willpower of each tip



3



4

01. TIME-BOXING

★ 100

3

⚙️ TIME MANAGEMENT

Time-boxing will improve your life. At the core it's simple: assign a fixed period of time to a task, schedule it and stick to it. It works because it touches on so many aspects of behaviour: single-tasking and focus to achieve more and feel less stressed, prioritising work to observe deadlines, frequent feelings of accomplishment, and being transparent so people can see what you're doing and help. The tricky bit is chunking the tasks and estimating how long they'll take, but this skill improves rapidly with practice. Key to this is time-boxing into a shared calendar and taking commutes, meetings, and other commitments into account.



5

05. CONTROL YOUR DEVICES

★ 82.6

3

⚡ DISTRACTIONS

Don't let them control you. We check our phones between 150-221 times a day, depending on which study you're reading. Even having your phone in sight, without touching it, has been shown to reduce performance in tests, according to a study at the University of Southern Maine. Clear your desk of distracting devices and see how much more you get done, with fewer distractions.



6

10. CONTROL SOCIAL MEDIA

★ 65.2

3

⚡ DISTRACTIONS

Taking a sneak peek at what your friends are up to on Facebook during the working day is common. But social media can be a toxic distraction. One click of a photo can quickly escalate to 20 and unthinkingly uploading content can get you into trouble. Take control, don't let social media control you. Schedule "social media time" into your calendar for 5 minutes twice a day. By setting aside time to check social media, you can limit its impact on your day.



7

21. SOUND & MUSIC

★ 50.0

1

⚡ DISTRACTIONS

Research proves that people who listen to music generally finish their tasks faster and are better at generating good ideas in comparison to those who don't listen to music. However, pop music interferes with information processing and reading comprehension, so be selective with what you listen to while working, and save the top 40 chart bangers for non-working hours. Instead, try listening to white noise or ambient sounds, which have been proven to help with concentration. There are plenty of sound generators out there; try Noisli, a fantastic free background noise generator for both productivity and relaxation. Great when you need to block out a noisy environment.



8

28. RUN MEETINGS WELL

★ 47.8

4

MEETINGS

More often known as time-wasting, sleep-inducing group torture sessions, meetings are frequently badly run. It's a lose-lose and a waste of everyone's time. However, if run effectively, meetings can be a powerful tool for team motivation, morale and (you guessed it) productivity. Set a clear agenda for the meeting, and set goals at the end with clear assignments, so everyone knows what they need to do by the next meeting. You can also banish devices, send out important information in advance, be more selective about attendees, and merciless with timekeeping.



9

82. LISTEN ACTIVELY

★ 34.8

2

MEETINGS

Active listening: a perpetually underrated superpower. We may take for granted that we listen and are listened to over the course of a conversation, but you'd be surprised how little we actually retain: research suggests that its only 25 - 50% of the things that we hear. Active listening ensures that you are fully focused on the speaker and therefore properly taking in what they are saying, rather than half-listening to the buzzing in your own head. Not only will it improve your productivity, it will also improve your relationships – you can't go wrong!



10

06. TAKE SHORT BREAKS

★ 78.2


2

WELLBEING

Building regular, short breaks into working time increases focus and productivity, studies have shown. One popular way to implement this is the Pomodoro Technique, named for the tomato-shaped timer used by the method's creator, Francesco Cirillo. You use the timer to break work up into short periods, usually 25 minutes, with regular micro-breaks of around 5 minutes. Play around to find what timings suit you best.




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Time Boxing

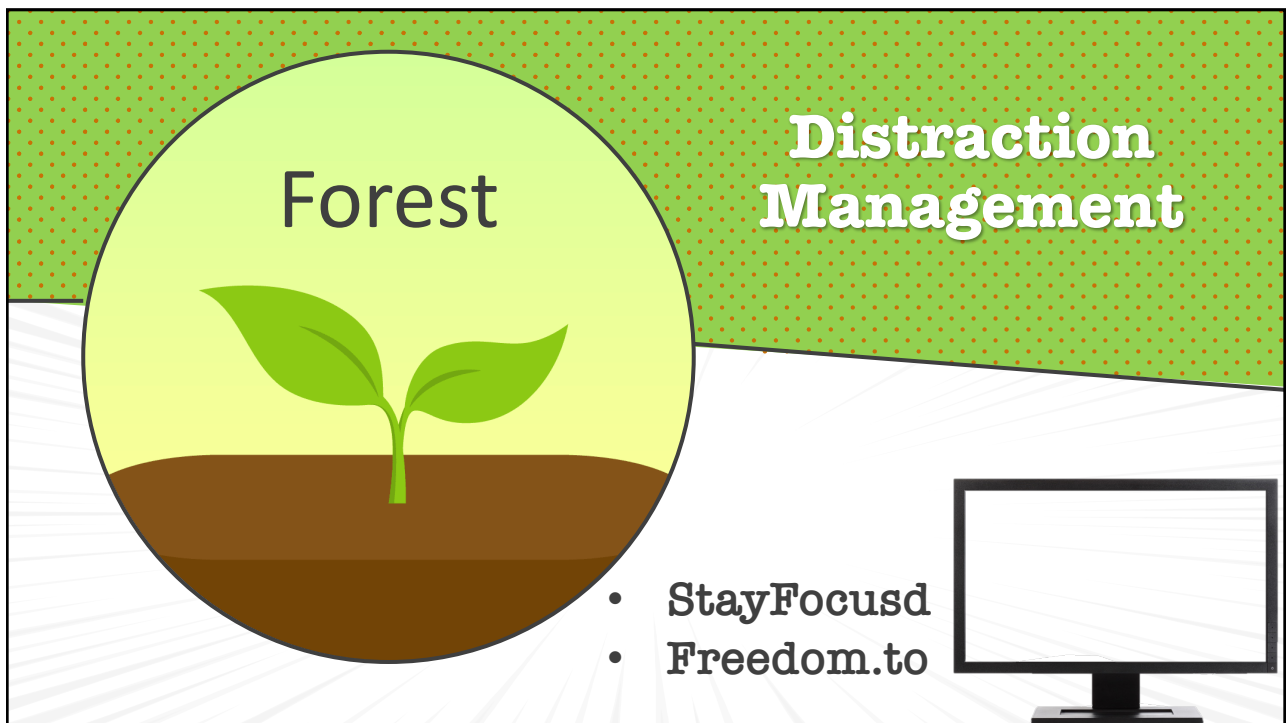
- Calendar
- Plan




12



13



14



Brain.fm

Sounds & Music

- Focus@Will



15



Meeting Management

- Adam.ai
- Otter.ai



16



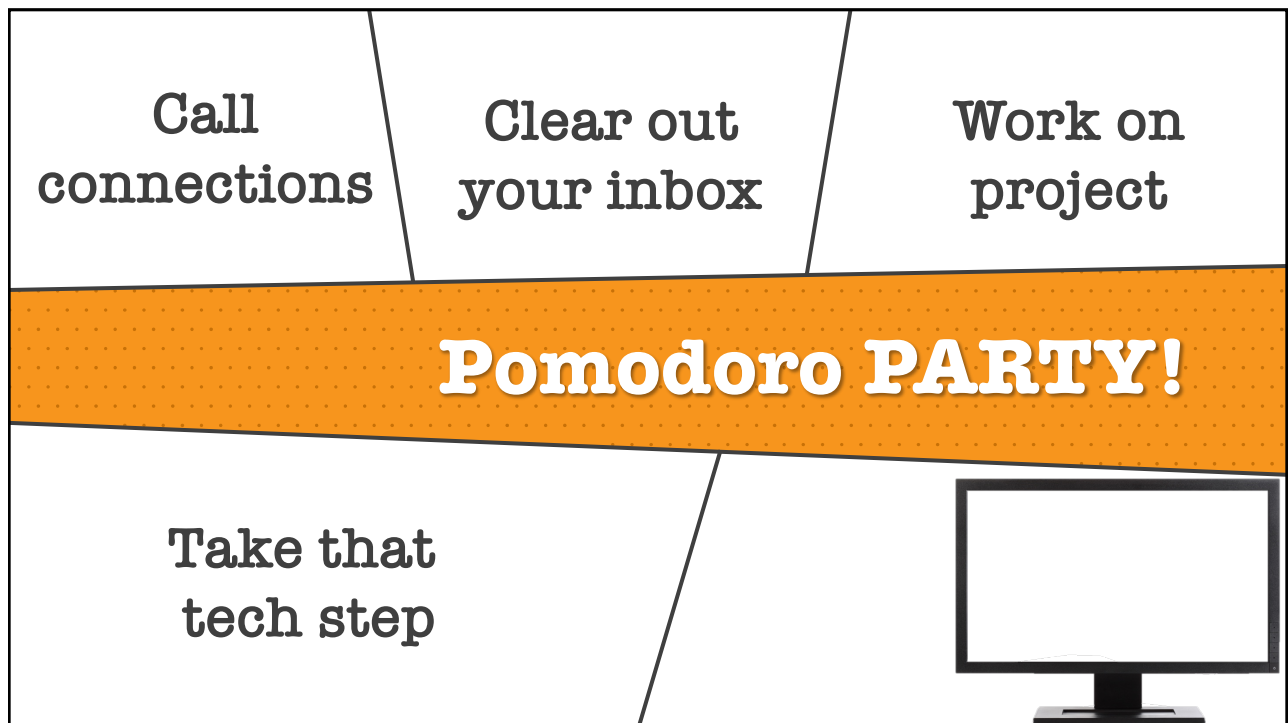
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03. SAY NO

★ 91.3 📶 2 🤝 WELLBEING

Stop trying to please everyone! It's much easier said than done, we know, but by overloading yourself with work, not only do you risk being unable to complete tasks and meet deadlines – the quality of ALL of your work is affected. Sometimes it's best to politely decline so that you can focus on the most important work. If you do it right, colleagues will understand and respect you for it.



21

nerdybff.com/ sayno

I'll Get Right On That My Mom Says No Let Me Think About It
 Don't Think So An International No My Therapist Is Against It
 Just. No. Not Gonna Happen No. Really. I Don't Think So



22

ifttt.com
(you're welcome)



23

Thank you!



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