

# IMPROVING YOUR PRODUCTIVITY

## and Minding Your Mental Health



## Improving Your Productivity and Minding Your Mental Health

We all want to make the most of our workday, but sometimes it can feel challenging to stay on top of tasks and avoid distractions. Here are some practical tips to help you improve your output:

### 1. Streamline your effort

The 80/20 rule (also known as the Pareto Principle) suggests that 80% of results come from 20% of your efforts. Concentrate on the to-dos that will most positively contribute to your projects and deadlines. Tackle high-priority items first, followed by the less essential ones.

### 2. Use time-blocking for better focus

Using your calendar or other task management tools or apps, break your day into chunks of focused work time with specific tasks scheduled during each block. This is an excellent way to avoid multitasking, which often hampers productivity, and maintain more control over your day. You're less likely to pivot to another project or give in to interruptions when your time is already earmarked.

### 3. Minimize distractions

Distractions are productivity killers. Turn off non-essential computer and phone notifications while you work. Encourage focus within your workspace by keeping it organized and set boundaries with colleagues during your most productive hours so you can work without disruption.

### 4. Take regular breaks to recharge

Working for long periods without breaks can reduce your concentration and effectiveness. Follow the Pomodoro Technique and work in 25-minute bursts followed by a five-minute break. During those breaks, step away from your desk, stretch, or go for a quick walk to refresh your mind.

### 5. Apply the two-minute rule

If a task will take you two minutes or less to complete, do it immediately rather than putting it off. These small items can build up, so handling them right away prevents them from cluttering up your to-do list.

### 6. Review and adjust your workflow

Set aside time at the end of each day to review what you accomplished and adjust your plan for the next day as needed. Also, do this at the end of each week for a broader perspective of how you managed your time. What did you dwell on longer than necessary, and what did you rush through that could have used more of your attention? Regularly assessing your workflow helps identify areas where you can be more efficient. Over time, you'll get better at estimating and allocating time for completion dates.

### 7. Practice mindfulness

Sometimes, the best way to increase productivity is to slow down and center yourself. Take a few moments to breathe deeply and refocus when you feel overwhelmed. Staying present can prevent burnout and help you maintain clarity throughout the day.

### 8. Ask for help when needed

There's no harm in seeking support when you're stuck or stressed. Delegate tasks or collaborate with colleagues to make complex tasks more manageable and to free up more of your time to focus on higher priorities.

Improving your productivity is less about working longer, harder hours than it is about making the most of them. Start with these tips, then reach out to your Employee Assistance Program (EAP) for more guidance and resources. Our counselors are available 24/7 to help, so call any time, day or night.

24 HOURS A DAY

**800-222-0364**

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