

# Power Up

Streamline your daily routine



## Root of Productivity

There are many ways we can improve productivity in our lives, but working longer hours does not mean higher personal productivity. Maintaining an up-to-date to-do list can help you keep on top of your next tasks and assist in prioritizing. Focus on getting this done in the right order and at the right moments. Work out the best time of day for certain tasks and adjust accordingly. For example, if you are a morning person you need to focus on analytical work early on so you are at your peak.

## Motivating Productivity

The drive for productivity tends to be motivated by a set of overlapping natural desires whether that be a desire to be challenged, a desire to contribute to a group, or a desire to fulfill basic needs such as food, shelter, and safety. While not everything one must do each day can hold deep personal meaning, researchers find that maintaining a focus on a larger long-term goal can help activate the drive and energy to push through more tedious day-to-day tasks. Give some thought to what motivates you personally, both internally and externally.



## Influence of Emotions

Although the specific effect of emotions may depend on the individual, both positive and negative emotions can drive or hinder productivity. Feeling stressed about an upcoming deadline, for instance, could motivate one to maintain focus until complete. Another person may attempt to avoid these negative feelings by putting the project off until the last minute. Appropriately engaging in the task needed, without having a crisis forcing you, is an art.