

How to Stay Productive



A way to appreciate the good stuff and free up more mental space.

Print off these top tips and put them up in your office to keep you motivated when you're working from home!

Focus on the results.

Focusing on results rather than one specific task can help increase your motivation. When you start to feel like you are losing motivation, think about all the positive outcomes that will result from reaching your goal. Make a note of the result and leave it on your desk!

Encourage yourself

When working from home you may find it hard to push yourself, you don't have your team around you to lift your mood or spur you on. It can be easy to start drifting and giving up on a project. Consider noting down positive or funny things your colleagues may say to you and put them somewhere you can see them every day.

Set a challenge

Energise yourself by trying to reach a goal through a challenge or competition. If you have a colleague or family member that needs a nudge too - challenge each other in some fun and healthy competition to complete tasks. It can make mundane tasks a lot more fun – and even quicker!

Say 'thanks' to yourself

In order to stay motivated, try to find a way to reward yourself. Every time you reach a large or small goal, treat yourself. Your treats could be a break with tea and your favourite biscuits, or an hour off to go and exercise... whatever makes you smile! This will help to keep you disciplined as well as helping you schedule your time. Ultimately keeping you motivated to work through your 'To Do' list.

Did you know?

In Europe forests are increasing annually by an area equivalent to more than 1.5 million football pitches.

#stayproductive
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