

Productivity Challenge



1

Every day, do the thing you like the least, first

2

Don't check email first thing in the morning. Wait until you've completed a task

3



HP Everyday
Multifunctional paper for everyday use

4

Learn something new every day

5

Stop trying to multi-task

6

Move.
Walk. Stretch.
Sit up straight

7

Build in a small reward when you complete tasks you don't like

8

Add your own challenge

9

Declutter the space where you spend most of your time

10



HP Home&Office
Ideal for every home and office need

11



HP Office
Optimized for jam-free performance

12

Spend the last half hour of your day planning for the next

13

Delegate.
You don't have to do everything

14

Add your own challenge

15

If it's not truly necessary, remove it from your daily to-do list

16

Avoid large lunches

17

Add your own challenge

18



HP ColorChoice
1st choice for color printing

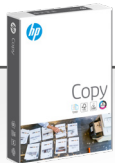
19

Schedule little breaks for yourself during the day

20

Create a music playlist that helps you focus

21



HP Copy
The right choice for daily office needs

22

Create a plan for your day, but build time in for unexpected things

23

Take time to brainstorm new ideas

24

Add your own challenge

25

Learn to say NO

26

Add your own challenge

27

Put your phone in an inconvenient place so that it's harder to check it

28

Break big projects into small projects

29



HP Premium
For the most important moments

30

Reserve 30 minutes each day during which you are not to be disturbed

Did you know?

For every tree used in paper production, three to four are replanted in its place.

#stayproductive
www.hp-papers.eu