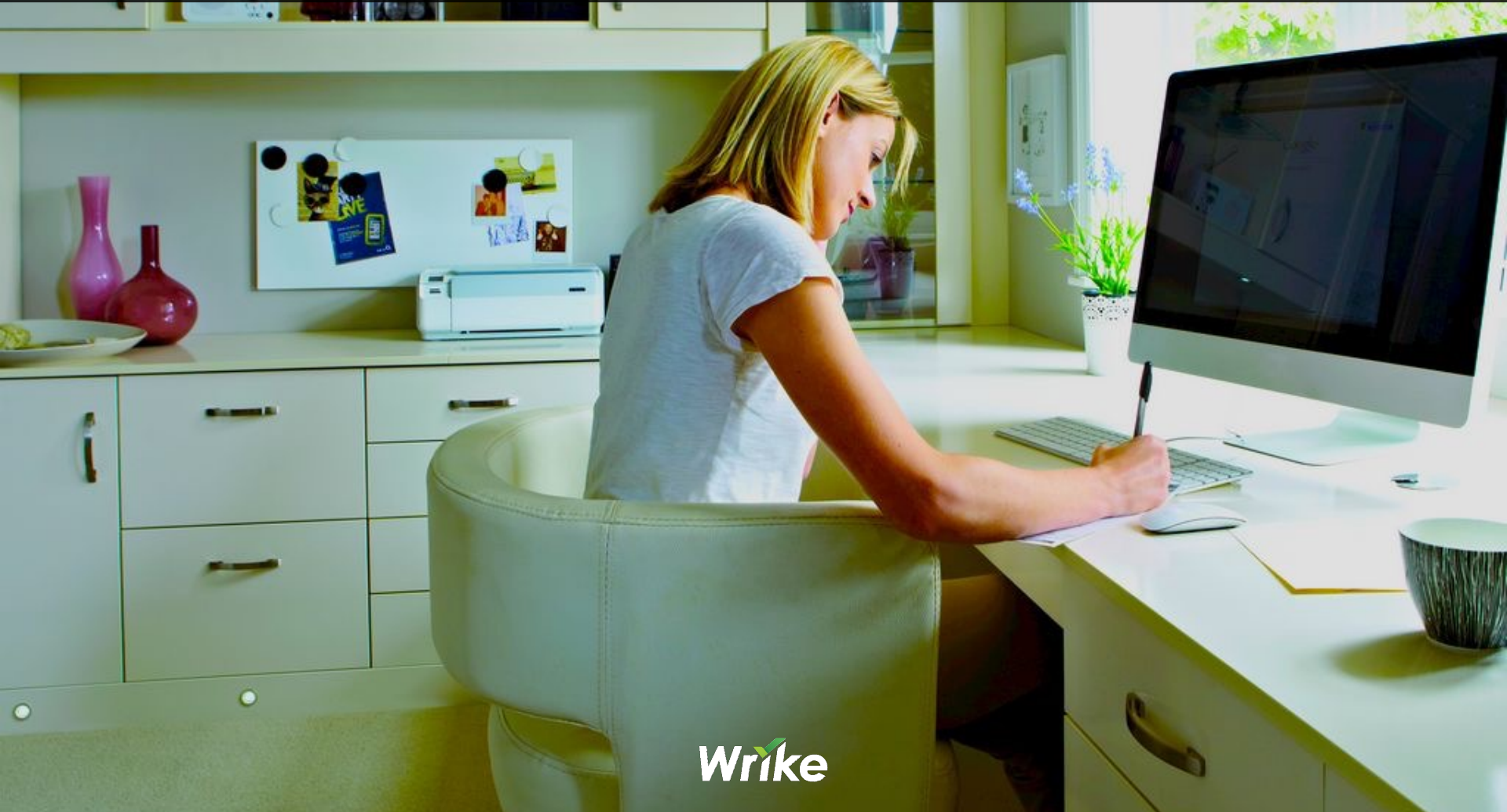


GET WORK DONE

17 PRODUCTIVITY HACKS TO HELP YOU FOCUS AT WORK



Wrike



STUDIES SHOW THAT OFFICE WORKERS ARE INTERRUPTED EVERY

4 to 11 MINUTES.

CO-WORKER
TALKING

EMAIL
ALERT

CUBICLE
DRIVE-BY

SKYPE
CHAT

PHONE
RINGING



SO WE'VE PUT TOGETHER
17 THINGS YOU CAN DO TO
AVOID DISTRACTIONS &
CREATE A WORKPLACE
CONDUCTIVE TO
PRODUCTIVITY

01.

SIT BY A
WINDOW



02.

CLEAN YOUR
DESK.

*Clutter is distracting





03.

SET THE THERMOSTAT FOR

70-77 DEGREES

04.

GET SOME
PLANTS

05.

LOOK AT PHOTOS
OF NATURE
OR CUTE ANIMALS

* Or use a Chrome browser extension like Momentum for photos of nature w/every new tab

Mute

06.

SILENCE YOUR
PHONE

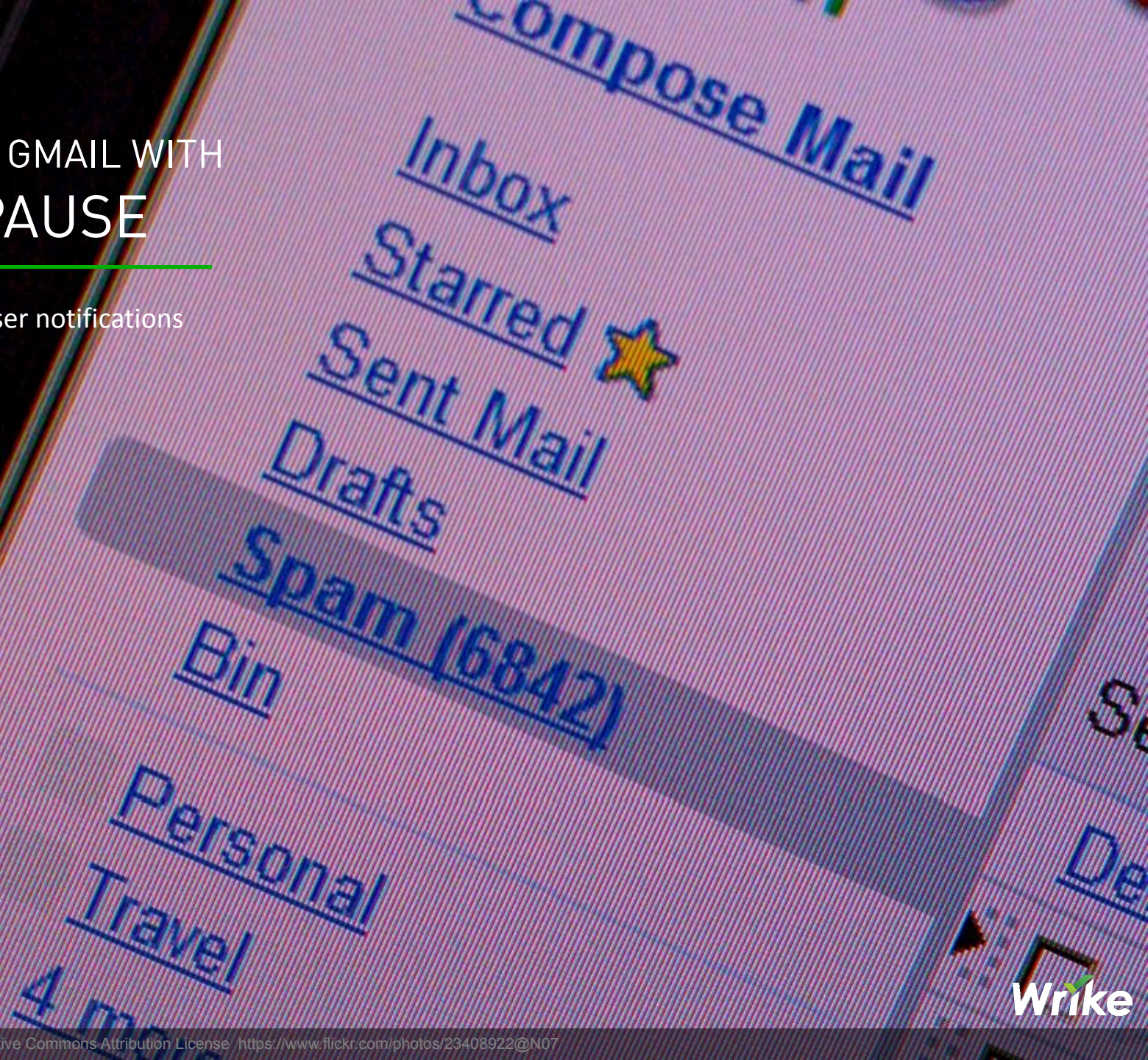
* Use an app like Shush to
mute your smartphone



07.

MUTE YOUR GMAIL WITH INBOX PAUSE

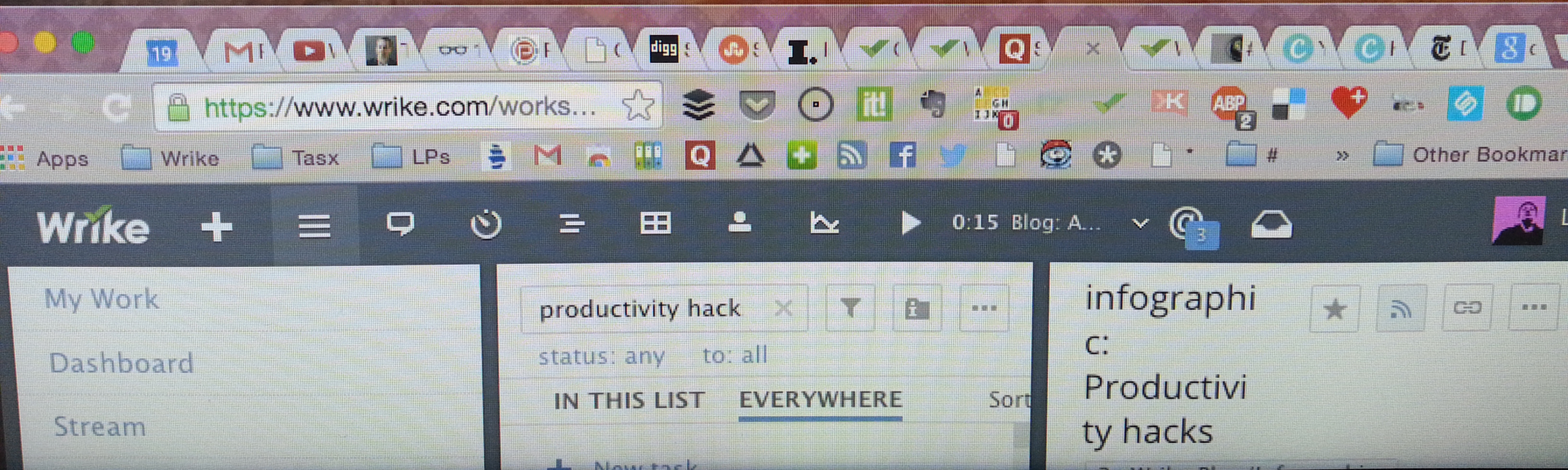
* Or turn off browser notifications



08.

CUT DOWN ON BROWSER TABS

* Or black them out with extensions like TabZolo or MuteTab



09.

DEFER DISTRACTIONS BY WRITING THEM DOWN

* Use Wrike as your to-do list. [Click here to find out more!](#)

The screenshot displays the Wrike web application interface. On the left is a navigation sidebar with a 'Marketing' folder selected. The main area shows a task list for the 'Marketing' project, with columns for task details and due dates. On the right, there are two summary charts: a 'Folder snapshot' bar chart and a 'Task digest' donut chart.

Marketing

active to: all

Task	Due Date
Hire James Cameron for commercial shoot I will settle for no less than James Cameron himself.	Apr 29 (7d)
Launch the new Google ads campaign Advertising campaign	May 01 (1d)
Launch the new Google ads campaign kjf;lklsadf g afdg adfg adfg	May 02 (5d)
Launch the new Google ads campaign 2013	Apr 30 (3d)
Localize new product videos into Spanish and Italian. Videos	May 01 (4d)
Meeting 4/1 Advertising campaign	Apr 29 (1d)
Optimize booklet Booklet Content	May 05 (5d)
Perform a competitive analysis and plan marketing campaign Marketing campaign planning Marketing materials	Apr 30 (5d)
Prepare billboard layout Fresh Fruit Basket 2013	May 05 (6d)
Refilm video tutorials Videos Content	Apr 28 (3d)
Share content on social media Hi everyone, We need to create blog posts and share content in ...	Apr 29

Folder snapshot

Tasks created (blue bars), Tasks completed (green bars)

Month	Tasks created	Tasks completed
Mar	High	Low
Apr	Low	Medium

Task digest

17 total tasks
9 due this week
2 later
6 completed



10.

TAKE REGULAR
PRODUCTIVITY
BREAKS

* Work 52 mins., then break for 17 mins.

11.

SMELL SOMETHING PLEASANT

* Like citrus fruits or lavender





12.

BLOCK OUT NOISE WITH HEADPHONES

* Invest in good brands like
Bose and Audio-Technica

13.

LISTEN TO AMBIENT MUSIC

* Try 8tracks, Mixcloud, & Spotify



14.

WORK IN VARIED ENVIRONMENTS

* Coffee shops, parks, libraries

A photograph showing the lower legs and feet of two people walking away from the camera on a wide, stone-paved path. The path leads towards a body of water on the right. The scene is brightly lit, suggesting a sunny day. The person on the left is wearing black shorts and colorful sneakers. The person on the right is wearing black leggings and dark sneakers.

15.

GO FOR A
WALK

16.

GET PLENTY OF SLEEP, EXERCISE
& HEALTHY FOOD



17.

MEDITATE

READ THE COMPLETE BLOG POST FOR MORE TIPS ON
TURNING PROCRASTINATION TO ACTION:



CHECK OUT ALL
44 PRODUCTIVITY HACKS!

Wrike

The logo for Wrike, featuring the word "Wrike" in a white, bold, sans-serif font. A green checkmark is integrated into the letter "i", with the top bar of the checkmark extending over the top of the "i".

Wrike

Project management software that makes your life easier!

www.wrike.com