

### **3 Simple Habits to Boost Your Productivity Every Day**

Staying productive is not about working more hours — it's about working smarter. Here are three habits that can help you get more done without burning out:

#### **Plan your day in the morning**

Write down the 3 most important tasks you must finish today. Focus on them first.

#### **Take short breaks**

After 45–50 minutes of work, rest for 5–10 minutes. It helps your brain recharge.

#### **Limit distractions**

Turn off notifications and put your phone away while working. One hour of focus is more effective than three hours of multitasking.

**Start with these habits today, and you'll notice the results in just a week.**