Twitter Thread by Ali Abdaal



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I asked my audience:

“What productivity tip do you find genuinely works?”

Here are 10 of the most popular replies:

1 - Three key tasks a day

Whatever happens you get 3 core things completed each day.

2 - Productive time scheduling

Find your most productive time in the day (eg early morning, late at night etc) and plan accordingly.

3 - Say no

Doing productive work means focusing on a few things that matter.

4 - The 2-minute rule

If it takes less than 2 minutes, do it now.

5 - Time block

If it’s not on your calendar, it won't happen.

6 - Take breaks

Sometimes the most productive thing you can do is to do nothing at all.

7 - Remove distractions

It's impossible to focus when your phone / friends / notifications are diverting your attention away from the things you need to do.

8 - Break it down

Turn big tasks into smaller and more manageable tasks.

9 - Prioritise

Start with the biggest task or the most important task first.

10 - Sleep

You won't work well unless you're well rested.

What else would you add?