

What are the most effective ways to work quicker

1.Stay focused. Remove distractions that will slow down the pace of your work ethic.

**2.Set your environment by location. This includes changing location to somewhere where you are able to focus more opposed to your current environment.
Ex. Coffee Shop, Library, Empty Classroom**

3.Set your environment (physically) - Play music, find like minded people, stay hydrated.

4.Don't do unnecessary tasks. Such as changing the theme color of your laptop.

5.Restrict Social media to avoid endless scrolling

6.Change your schedule you might find that you are more productive in the morning opposed to the evening

7.Prayer instead of panic.It's simple.Read it again

8. Work from hardest to lease difficult task in that way, each task gets easier

9. Parkinson's law. create a deadline for your work. if you set realistic expectations, you will probably get done by the time is up

10. collaborate with someone. creates a competition environment for quality and time management

11. Multiple Screen. helps convey information quicker

12. Make basic task seamless. such as charging your laptop so you're prepared for your working time.

13. Use the Pomodoro technique. 45/15 just don't overdo it on the breaks

14. Certain Hz frequencies have been shown for better focus

15. Caffeine. Helps you focus and one times perfectly increases productivity for extended periods of time.

16. listen to a podcast that you enjoy. The topic itself could be one of the best motivating factors.

17. Set more work to be done in the same timeline

18. Install Shortcuts on your laptop

19. If you have physical notes, highlight most important details to get information quicker

20. Don't eat a high amount of carbs before you work. You will have a carb crash and in result be less productive