

## Productivity 201

There are lots of articles and ideas about how to be more 'productive', but they don't all work for everyone.

Finding the right method that works for you can be almost a life's work.

In this episode Karine and Steve discuss various methods and ideas included in a Lifehacker article by Alan Henry

### **Show Notes** (timings approximate)

00:00 - Introductions.

01:45 - [Build Your Own Productivity Style by Remixing the Best](#) - Alan Henry (Lifehacker).

02:15 - Productivity for all of your life.

03:00 - Sleep.

05:00 - Noise cancelling headphones.

07:00 - Pomodoro technique.

09:00 - Take breaks.

10:30 - Single tasking vs Multi-tasking.

14:00 - Minimise distractions.

15:00 - Make productivity your lifestyle.

16:00 - What time of the day are you most focused.

18:00 - Priority or priorities?

19:00 - Apps or pen and paper?

22:00 - Planning your downtime.

24:00 - Work life balance.

27:00 - Time machine!