

10 things to learn in 10 minutes helps increase your productivity

Improve productivity with just 10 extremely simple and easy-to-learn techniques in just 10 minutes. Useful tips from successful young entrepreneurs will help you work more effectively.

Perhaps you have very little time to read this article because life is going very fast and we don't seem to have enough time to solve hundreds of jobs that come every day, especially at work. According to Cornerstone's 2014 productivity report, **two-thirds of employees felt overwhelmed with work, 84% thought the situation would not be relieved and even increased** .

Due to the above fact, you are probably looking for a productivity "hack" solution that works on the Internet, but you don't seem to have the time to apply those solutions. The answer is here: The following 10 things only take 10 minutes to learn but will bring higher productivity for the rest of your life. These are gathered from 10 members of the **Young Entrepreneur Council** - YEC - an organization made up of the most potential young entrepreneurs in the world. Together with Citi, YEC launched *BusinessCollective* - a virtual mentoring program to help millions of young entrepreneurs start and develop their business.

1. Pomodoro technique

Time management is a very important skill to get high productivity. I see Pomodoro as one of the most effective techniques. It requires you to design daily tasks into regular intervals every 25 minutes, forcing you to really focus on work (*Syed Balkhi from OptinMonster*).

Picture 1 of 10 things to learn in 10 minutes helps increase your productivity

Pomodoro technology is based on dividing work and rest time into intervals

2. Raise the average level

Spend 5 minutes reading Dr. Dr.'s transcendental brain philosophy. Stan Beecham (referring to the *Elite Minds* book) and spent the remaining 5 minutes committing to improving your "average" level. We tend to focus time on overcoming the highest milestones we have achieved while improving the average work efficiency has a deeper impact on the overall process (*Douglas Hutchings comes from Picasolar*). .

3. Plan ahead

I learned this from *Stagen Leadership Academy* . Setting up weekly plans and planning for the next week (and keeping it that way) ensures that I give the right attention to prioritized jobs. It's easy to be distracted by the surrounding things and this method keeps me focused on my work goals (*Corey Blake from Round Table Companies*).

4. Learn to think deeply

Within 10 minutes, you can easily learn to think deeply and apply it throughout your life. Deep thinking helps you stay calm in your mind, reduce stress and bring clarity to your daily life. My productivity increased when I focused deeply and dropped significantly when I slipped out of that schedule. Watch YouTube videos or read blogs about this, it's also relatively easy (*Andrew Thomas comes from SkyBell Video Doorbell*).

Picture 2 of 10 things to learn in 10 minutes helps increase your productivity

Deep thinking helps reduce stress and improve productivity

5. Memory techniques

If you look at your brain as a computer folder, you will forget that something is almost impossible. If you forget something, it means that you have not saved it or have left it somewhere difficult to find. Focusing and recalling are ways to create memory. Pay attention to be able to focus your thoughts and test your retrospective ability (*Cody McLain is from SupportNinja*).

Picture 3 of 10 things to learn in 10 minutes helps increase your productivity

Train memory ability

6. Multiply three read speeds

I read at least one book a week while driving, and my journey from home to work is also very short. How will you ask? The answer is that the talking book application (like Audible) allows you to listen to a book three times faster than the usual speed. It only takes about 10 minutes for the brain to get acquainted and then everything will get in there (*Jesse Lear comes from VIP Waste Servies*).

Picture 4 of 10 things to learn in 10 minutes helps increase your productivity

Books are precious resources

7. Learn to take responsibility

People often try to give reasons why they failed in something, why the project exceeded the budget, how the accident happened . Learn how to be responsible for their actions will make your business more convenient. Solving a problem is easier when you don't spend a lot of time trying to source the problem. Take responsibility and step forward (*Drew Gurley from Redbird Advisors*).

8. Organizing important and essential jobs

Putting the work to the list seems to make the results more productive. In the end, though, the list becomes dense, all work is stagnant because you don't have enough time and energy to accomplish it all. Because you are the one who gives yourself the job, it is easier to divide the work into essential things (the need to do it right away to improve the business) and the important things (things that can be done anytime to improve business) (*Kenny Nguyen comes from Big Fish Presentations*).

Picture 5 of 10 things to learn in 10 minutes helps increase your productivity

Make a list of priority jobs first

9. Exercise with shoulders, wrists and arms

Sitting for hours at your desk can lead to many health problems if you don't learn how to exercise to relieve stress on your body. Simple exercises to prevent *carpal tunnel syndrome* (*carpal-tunnel syndrome*) and back pain do not take more than 10 minutes but will save you hundreds of hours that you can lose. Just 5 to 10 minutes a day is enough to protect your health and productivity (*Dave Nevogt from Hubstaff.com*).

Picture 6 of 10 things to learn in 10 minutes helps increase your productivity

Exercise exercises with wrists, arms and shoulders

10. Get up to specific working time

There are many things that distract you from work and are forced to chase the unfinished work the next day. Time blocking is the technique I use to help every job go in the right direction. I set up a specific time frame to check, respond to email and then "time will be blocked", I will focus on work and not do anything else. I strongly encourage people to use the method of dividing time into such specific frames (Jayna Cooke from EVENTup).

Picture 7 of 10 things to learn in 10 minutes helps increase your productivity

Strict framework of working time

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