

# 7 common habits reduce productivity quickly

If you want to increase productivity, change these 7 behaviors. Of course, the results will not be instant, but if you are persistent, sure, you will notice positive signals.

If you are in a situation where you come to the office with a tired, sluggish mood, without working spirit, lack of concentration, often sleepy, delayed, early week only looking forward to the weekend and good KPI is good especially, you should spend a few days revisiting yourself, see exactly what energy you are using and most of your time; then, find out the cause and list a list of solutions to change.

Tiago Forte - a productivity specialist who provides an online productivity improvement course has tried this method last year and continuously for 8 consecutive months. As a result, he found his work efficiency increased by 341% compared to the previous one.

Here are 7 bad habits that Forte has determinedly removed to get such admirable results. You can also consult and build yourself a reasonable change plan.

## 1. Surf the web and use social networks too much

Studies show that surfing the web can make your mind alert and refreshing, but this habit will also lead to negative effects like "double-edged sword". As information becomes more and more diversified and becomes more "heterogeneous", using too much Internet will make you "lost in the labyrinth" without finding an exit.



A survey by OfficeTime.net found that 27% of respondents said they usually spend 2 hours a day shouting at websites and buying online. This behavior in addition to continuously receiving shocking messages from social networks, videos, images, surely you will waste a small amount of time every day that should have been devoted to doing other meaningful work.

Set limits to effectively control yourself. Otherwise, if you continue with spending time in such bluff, you will definitely be fired soon.

## 2. Regularly check email

A 2012 study by McKinsey and Company found that an average American worker would spend 28% of his time checking email. This rate is equivalent to *"11 hours in 40 hours of work per week,"* said Kwin Peterson, creator of Control Email Series.



Obviously, this is a bad habit that many people still maintain every day. Even knowing its harm but still not resolutely changing.

Again, the best way to manage email effectively is **to learn to control yourself**. At the suggestion of experts, if you still love checking email every 5 minutes or continuously, stretch this frequency to 15 minutes / time, then 30 minutes, 1 hour, even 3 to 4 hours to check .

## 3. Say "yes" to everything

A situation that is also quite common is that in many cases, you know that colleagues are "gossiping", intentionally bothering them, asking for continuous, not active in work but because of respect and weakness, You say "yes" to every request for help.

However, in most methods to improve productivity, **learning how to say "no" is one of the top principles**. Because, no one has time to do everything and every person needs to learn to be responsible for his life, not only you but also your colleagues need it.

Know how to politely refuse, delegate work, set limits, and stick to what you've set, so you can focus on your goals.

## 4. Be hesitant and indecisive

*"The beginning of the bad, the hardship starts to get discouraged."* Many people still have a habit when things go smoothly and very satisfied but just a bit of difficulty appears that they are willing to throw away everything to be "peaceful". They curl up in the "safe zone" and stay in it even though just trying a little more will get them what they want.

Solve difficult things before you focus and have the most energy. Then, use the results to motivate you to complete tasks that are easier than the rest. If you feel like you have started procrastinating, share your goals with a friend, colleague and ask them to supervise you or go out for a walk to refresh your mind.

Delay is the "enemy" of the path to reaching the goal you need to resolutely eliminate.

## 5. Embrace, do not go to the place

According to a study by Professor Gloria Mark from UC Irvine, it takes 23 minutes and 15 seconds before you can actually return to a job that has been interrupted. In addition, another investigation also found that if the programmers suddenly switched to doing other things while writing code, it would take 10 to 15 minutes before returning to the original work.



Continuously jumping from one task to another will make it impossible for you to think deeply, breaking the job leading to efficiency is not as expected. Even at the end of the day, you can "panic" because too many things are still bad.

Therefore, if you are a person who tends to work carelessly, not to be very reckless, but you like to hug yourself, then frankly recognize your mistake and resolutely fix it. Begin to change today by committing not to eat, write, and reply to messages; not just send email to the partner and answer the phone to the customer .

## 6. Big thoughts are good but be careful

Setting a big goal is good because it can motivate you to try harder. But at the same time, this thought will lead to a problem that you quickly discourage because of the effort but still can not reach the destination.



To avoid falling into this situation, break down the big goal into small goals that come with a list of things to do to achieve them very specifically. Knowing how to motivate yourself by taking steps to complete your tasks will help you be more confident in your abilities.

## 7. Sleep less

If you are a "*night owl*" and are accustomed to sleeping 4-5 hours a day and still working effectively, congratulations. You are not the one I want to give a warning.

Conversely, if the shortening of sleep time makes each time you come to the office, you are sluggish, lethargic, unfocused, nodding, and the productivity is reduced badly, then realize your situation. Right: you are seriously deprived of sleep.

One study shows that sleeping less than 7 hours a day will limit the ability of the brain to exercise. Obviously, this habit will result in reduced working efficiency. Meanwhile, getting enough sleep will help you focus better, do more quality work and also improve your mood.

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