

A top-down view of a wooden desk. In the upper right, there is a white mug with a dark handle containing coffee. Next to it is a golden-brown croissant. In the center, a white notebook is open, and a person's hands are visible writing. The left hand has a silver ring on the ring finger. The notebook page has the text "LESSONS LEARNED:" and "Tonight I am grateful:". A yellow tab is visible at the bottom of the notebook. The background is a light-colored wood grain.

20 Ways To Become More Productive

Tip #1

Create A Morning Routine

Every morning, do the same thing. Get in a few minutes of exercise, drink some coffee, or go over your schedule for the day.

Tip #2

Make A Nighttime Routine

Get off screens at night and spend time relaxing by reading a book or drinking some tea. You can also prep your materials for the morning.