

Quora

8 Epic Questions on Productivity & Time Management

1. How does one manage time more effectively?

- Classifying tasks as important or urgent.
- In reality, many urgent tasks (checking & responding to emails, meetings etc.) aren't as important as, well, the important tasks (increasing conversion rates or launching a product).

<http://www.quora.com/Time-Management/How-does-one-manage-time-more-effectively>

2. What are some uncommon ways to work smarter instead of harder?

- Keyboard shortcuts.
- Time management techniques like Pomodoro, the Email Game.
- Doing the least desirable thing first.
- Using a Kanban board.

<http://www.quora.com/Tips-and-Hacks-for-Everyday-Life/What-are-some-uncommon-ways-to-work-smarter-instead-of-harder>

3. How can I increase my productivity?

- Keep an ideas list instead of a To-do list.
- Noting down your ideas first thing in the morning can help you focus on the big picture for the rest of the day.

<http://www.quora.com/Productivity/How-can-I-increase-my-productivity>

4. As a startup CEO, what is your favorite productivity hack?

- Prioritize the most important task.
- Delegate – Fiverr, Elance, oDesk.
- Do Not Disturb mode on iPhone.
- SelfControl and VIP inbox on iOS.
- Take a break.
- Music.
- Plan on Sunday night.

<http://www.quora.com/Productivity/As-a-startup-CEO-what-is-your-favorite-productivity-hack>

5. How do the most successful people spend the first hour of their day?

- Exercising.
- Eating breakfast.
- Meditating.
- Visualizing the rest of the day.
- Taking it slow.
- Spending time with loved ones/ amongst nature.

<http://www.quora.com/Personal-Productivity/How-do-the-most-successful-people-spend-the-first-hour-of-their-day>

6. What is the secret to insane productivity?

- Obsessing about productivity isn't going to make you work smarter or for longer. Also, working more doesn't always guarantee success.
- Meditate.
- Avoid Social Networks.
- Focus. Do what matters.

<http://www.quora.com/Productivity/What-is-the-secret-to-insane-productivity>

7. What are the best ways to avoid distraction when you are working?

- Switch off all notifications.
- Star emails & respond when required.
- Block out time on your calendar for continuous work so your co-workers know when not to disturb you and more!

<http://www.quora.com/Personal-Productivity/What-are-the-best-ways-to-avoid-distraction-when-you-are-working>

8. How can I improve my focus?

- Focus more on the long-term changes.
- Meditation
- Fasting
- Cut down goals into smaller, more achievable targets etc.

<http://www.quora.com/Self-Improvement/How-can-I-improve-my-focus>

Life is short. Work smart. Have fun.

Compiled by Brightpod.com