



13 Productivity Tips for Entrepreneurs

- **Wake Up Early**
- **Don't Multitask**
- **Set Designated Times to Check Email/Voicemail**
- **Set Automations**
- **Batch Your Work**
- **Use a Schedule/Planner**
- **Prioritize Tasks**
- **Take Breaks**
- **Remove Distractions**
- **Make Your Commute/Waiting Time Productive**
- **Learn to Not Be a People Pleaser-Learn to Say "No"**
- **Play Background Music**
- **Reward Yourself for Sticking With Your Schedule!**