

# 20 Productivity Hacks To Supercharge Your Workflow

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- Complete smaller tasks first.
- Prioritize your to-do list using numbers.
- Finish each task completely before moving on to the next.
- Use a mouse instead of a trackpad.
- Consume caffeine strategically. (Don't overdo it!)
- Mute your phone notifications when you're working.
- Know when to say no.
- Utilize time blocking.
- Batch similar tasks together.