

Top ten ways to have a productive life.

1. Be Disciplined:

The decision to be self-disciplined was very hard to take. It went beyond every grain of belief I held that creativity cannot be bound by the rigours of discipline and that life is best lived spontaneous. Now, a couple of years later, I am a sworn fan of the disciplined way of life. The way it allows one to manage tasks, cultivate good habits and improve health and wellness, it actually allows for way more spontaneity and creativity than an ill disciplined life ever could. Try it. You won't be disappointed.

2. Wake Up Early:

Studies show that people who wake up early lead far more full and productive lives than ones who are night owls. The human body is naturally acclimatized with the cycle of the sun. When you stay awake till late in the night, it is a strain your body can ill afford. If you manage to wake up early, you will be perfectly synced with the world around you. It is a wonderful way to start the day and an amazing way to be productive throughout.

3. Exercise:

A sharp and witty mind is of little consolation if the body is ill and sluggish. You will be at the top of your productive game when a fit and healthy body accompanies that sharp clear mind of yours. Most of us lead sedentary lifestyles being cooped up in air conditioned offices or classrooms and libraries. All you need to do is exercise twenty minutes a day to increase blood flow and keep the body in good shape. The more time you add to this activity, the better you will look and feel. Your skin will look great, you will have increased stamina, your chances of various diseases will decrease considerably and your lifespan will increase tenfold.

4. Breakfast:

This has been said before. Breakfast is the most important meal of the day. How you choose to start your day will determine how productive you are. Breakfast should be a nutritious meal full of proteins, vitamins and some carbs. Having energy in the first half of the day is so important because it determines the pace of your work. If you are feeling tired, hungry and crabby, as missing breakfast will make you feel, you will not make any worthwhile headway in your work. As the day passes, your stress will only mount, ensuring you wish it on an awful note.

5. Prioritize:

This simple tip, if followed religiously, will remove stress magically from your life. It will also ensure that your work is top quality. Target to do the most important things first and the easier tasks later. The serial procrastinator that I was, this seemed horrific at first. My scheme of operation was exactly the opposite. But finishing off my favorite things first gave me nothing to look forward to at the end except mountains of unlikable work. It was especially hard to accomplish anything worthwhile with negative outlook.

6. Organize:

Organization is a crucial element of productivity. Keep your things clutter free and in specific places meant only for them. This goes for your stationery, clothes, shoes and other important things. Not only will this maximize space and comfort, you won't have to spend valuable time looking for things you might have misplaced. Chart out your schedule clearly.

7. Routine:

This tip goes hand in hand with the organization and prioritization tips. By routine, I don't mean chalk out every second of every day of your life. But do have a clear drawn out itinerary of your day and what you will roughly be doing at what points of time. Keep enough time for recreation and leisure activities, but schedule the important tasks at the beginning of the day. The principle difference between prioritizing and routine is that the former can be changed on a daily basis.

8. Recreation:

All work and no play makes Jack a dull boy. Your day should be a balance of work and play. Periods of recreation will boost positive moods, give a much needed break from work and spur enthusiasm. By recreation I don't mean face booking. Social media is a magnetic world and will draw you in, make you lose sense of time. Try to make a less time spent on the interactions as possible. Catch up on reading, follow a hobby, listen to music, play with your children and pets or simply sit alone and reflect in solitude. Engaging in pleasurable and positive activities will enhance your creativity, thereby increasing your productivity by default.

9. Love What You Do:

Do what you love and love what you do. When you wake up in the morning, the thought of the day ahead should excite you. You should feel stimulated at the tasks that lie ahead. Your brain should welcome the challenge and your heart should revel at the thought of doing things it loves. If you have to drag yourself out of bed with a groan and talk yourself into facing a gruelling day, then know that you are doing something wrong. Life is too short to be miserable. Either change your attitude or change your life.

10. Eyes on the Goal:

Ultimately, days are not isolated components of your life. The intention behind mastering the art of having productive days is to have a happy and successful life. Thus, the best way to keep having such days is to keep your eyes on the goal. You are reading this article because you want advice on how to live your life a certain way. Something propelled that decision. Whenever you are on the point of wavering, remind yourself of that reason. For me it was when I had a nasty epiphany. I realized that if I kept living my life exactly as I do now, then in three years' time, nothing would change. Though I had a bevy of goals and lists planned, none of them would ever see the light of the day if I changed nothing and continued to live my days exactly as I do them now.