

# LESSONS LEARNED:

## INCREASING

## PRODUCTIVITY

Using insights from occupational psychology, businesses can boost productivity without sacrificing staff wellbeing. Read on to find out how.

### 1 SCHEDULE YOUR DAY

We often work best when in uninterrupted **Focus Time**. Scheduling blocks of time for this **Deep Work** enables important tasks to get done, while keeping diary space for meetings, messaging, and social time.

Social time

Meetings & messaging

Focus Time

*Instead of a bitty day like this, interrupted by meetings and messaging...*

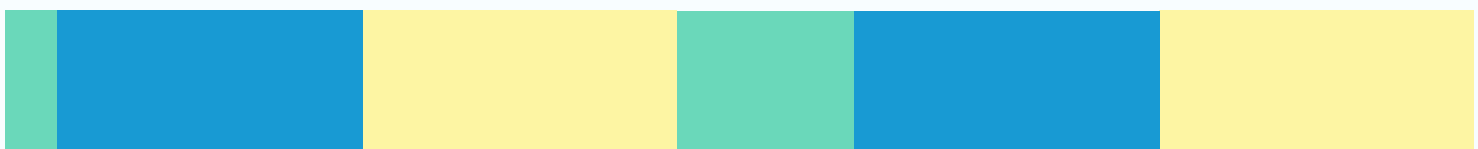


9:00

Lunch

17:30

*...try chunking blocks together, with Focus Time periods for Deep Work*



9:00

Lunch

17:30

# 2

## EAT THE FROG



Identify the hardest task of the day (i.e., **eating the frog**), and do it first. This can be a great way to make sure the important things get done, and avoid getting bogged down in procrastination.

## REDUCE DISTRACTIONS

# 3

**Digital distractions** (including those related to our work) require the brain to constantly shift tasks, and cause us to become inefficient. Avoid trying to multi-task during Focus Time, and close messaging apps entirely.

# 4

## DIGITAL TOOLS

**Digital tools** *can* be useful for setting and tracking goals, and coordinating with colleagues. But sometimes we need to put them down in order to eat the frog!

To-Do apps

AI tools

Meeting  
schedulers

Shared  
calendars

# EFFECTIVE MEETINGS

5



Meetings can be an important part of our work, but can also be optimised. Consider:

Do all invitees need to be present?

Can the meeting be shortened?

How often are meetings needed?

*...and always use an agenda!*

## Want help improving your productivity?

Join our research study on wellbeing and work,  
at the University of Sussex!



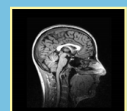
**Research-based advice and training in maximising productivity**



**Data on staff wellbeing and performance in a custom report**



**£100 reimbursement for research participants**



**A picture of your own MRI brain scan! (optional)**

For more information, contact Dr Charlotte Rae:  
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Or complete this short form:

