6 Life Tips

That Will Help Every Blogger Boost Personal Productivity

Call 'em life tips. Call them personal productivity hacks. Wherever you are in your blogging career, you'll save a ton of time and get more stuff done when you use these 6 productivity tips for bloggers.

6. Drop That Smartphone. Now.

After checking an email, it takes your mind 64 seconds to get back to whatever it is you were doing earlier.

- ☐ Uninstall any application from your phone that distracts you from completing your work.
- ☐ Put your phone down when driving. It can wait.
- ☐ Keep your phone on vibration mode. Even better, silence it completely.
- ☐ Go on 'no smartphone check' marathons where you don't check your phone for an hour. Do this three to four times a day.
- ☐ If you can, keep your phone in a bag or off your desk to avoid the visual distraction.

Takeaway: Your smartphones are making you more stressed and hence, more incompetent at your job. Practice rigorous discipline to beat this addiction.

Bonus Life Tip: Play more video games because they improve reflexes, reasoning, problem solving, memory, multi-tasking, eye coordination, fine motor skills and a lot more.

5. Save Time By Automating Routine Tasks

Tools to use to save time on repetitive tasks:

- ☐ Outsource repetitive work that other people could do.
- ☐ Send bulk emails with GetResponse.
- ☐ Schedule posts and work with CoSchedule.
- ☐ Automatically share updates and blogs with Buffer and CoSchedule.
- ☐ Come up with ideas and topics in the beginning of every months with HubSpot Topic or Buzzsumo.
- ☐ Write even better headlines with CoSchedule's headline analyzer.
- ☐ Create Google Alerts around topics that you care about so you're automatically notified about any new updates related to them.
- ☐ Use keyboard shortcuts:

Command	Shortcut Action
Ctrl + C	Will copy the highlighted text/object
Ctrl + X	Will cut the highlighted text/object
Ctrl + V	Will paste the text or object that's in the clipboard
Ctrl + Z	Will undo any change

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Command	Shortcut Action
Ctrl + F	Will open Find in any program
Ctrl + Back space	Will delete a full word at a time
Ctrl + S	Will save the current file you are working on
Ctrl + Home	Will move the cursor to the beginning of the document
Ctrl + End	Will move the cursor to the end of a document
Ctrl + P	Will open a print preview of the current page

Takeaway: Wherever possible, save time by using applications to automate repetitive tasks.

Bonus Life Tip: Listening to music can make boring tasks enjoyable and increase on-task concentration.

Make a list of 5 must-have work songs on your playlist:

1.
2.
3.
4.
5.

4. Visualizing Success Is Actually Counter Productive

Focus on positive expectations instead of positive fantasies.

Positive expectations reflect past successes, a signal that investment in the future will pay off.
Positive fantasies lead people to mentally enjoy the desired future in the here and now, which curbs investment and future success.

When you come up with a great idea, create a plan of how you will execute it right away.

If something is getting in the way of you executing a great idea, find out how to automate those tasks or remove them from your to-do list. Check out life tip #5 for inspiration.

Takeaway: Keep your goals to yourself. Expect a positive outcome but don't visualize or fantasize about it.

Bonus life tip: Eye strain? Flex every muscle in your face and then hold. Relax. Repeat for a few more minutes. This muscle relaxation technique is called "Tense and Release".

3. Don't Stress Over 'Originality'

Originality is not a result of finding ideas but connecting dots.

What ideas have you enjoyed reading that you could revamp and expand into your own creation, well-suited for your audience?

Takeaway: Read more and read wide. The more you read, talk to new people or experience new things, the better you'll become at connecting pieces of information together to spawn an original idea.

Bonus Life Tip: You can remember lists of things more easily if you create a story or mental palace around them in your environment.

2. Stop Overanalyzing And Commit To A Decision
Think less and do more. When you feel yourself overthinking something instead of working, you waste time. Sometimes, a minimum viable idea can turn into great content, products, and services.

How can you combat overthinking an idea?

How can you commit to a decision?

Write down the decisions you need to make this week:

Now, if you were to give someone advice on how to make the decisions you just listed, what would you recommend they start and end with? Prioritize:
1.
2.
3.
4.
5.

This works because you give a recommendation dispassionately, minus your current emotional state. The decision in such a case, is almost always a better one because we're looking at it from a distance.

Takeaway: Do not waste valuable working memory over analyzing decisions or options. Commit to a decision and then later on optimize, if the need arises.

Bonus Life Tip: If you don't think about the future, you will get better at everything.

1. Just Smile (To Yourself)

If you smile when you are alone, then you really mean it.

Smiling can:

      Boost confidence levels.
      Generate and maintain positive emotions.

Making you:

      More positive about reaching your goals.
      Not stress as much.

What are your favorite ways to lift your mood?

How can you tie those things into your daily work life?

Takeaway: Smiling is the single most powerful exercise you can do anywhere, anytime. And it will positively affect your mental and biophysical functions.

Bonus Life Tip: Exercise. It can uplift your mood for up to 12 hours afterward.

When you're ready to be more productive, try CoSchedule. It's your all-in-one marketing calendar. Start your 14-day free trial today!

HEAR THE RAVES

"I use CoSchedule to promote every new blog post and to re-promote my most popular posts on a regular basis. It is a one-stop solution, since I can post to every social media channel from within WordPress. It is simple, elegant, and an indispensable part of my toolbox.

Michael Hyatt, *New York Times Bestselling Author of Platform: Get Noticed in a Noisy World*

"I need to keep our editorial calendar sharp, coordinate our guest contributors, and make sure we are amplifying our blog posts with social media. For me, CoSchedule does all that perfectly. It's like magic for my blog!"

—**Jay Baer,** *Convince & Convert Bestselling Author of YouTility: Why Smart Marketing Is About Help Not Hype*

CoSchedule

The social media editorial calendar for WordPress

WordPress Blog | Schedule | Settings

SUN	MON	TUES	WED	THURS	FRI	SAT
	8a 5 Tips For Writing Better Blog Headlines *Marketing*	8a 5 Tips For Writi	4p Schedule Your Blog Like a Content Pro *Content Planning*	8a Schedule Your		
	8a 5 Tips For Writi					
	9p Don't Miss: 5 Ti					
	8a Planning Your New Editorial Calendar	10a Grow Your Audeience & Traffic Now	9p Schedule Your	8a Grow Your Aud		9p Grow Your Aud