

# Tips for Productivity in the Workplace

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Writing Sample – Context for an Online Blog

Being at work means focusing on work objectives to complement and push the company's mission statement forward. So, how does one stay productive and focus on objectives?

Staying focused requires attention. We are all unique individuals, and each of us have a different attention span. Some days it may be harder to remain focused than other days. The first tip that I want to offer is to get seven to nine hours of sleep a night and making healthier choices during the day. I know that not everyone can do this. The amount of sleep one can get each night is not always a choice. Some people can't simply set an alarm and make it happen; but you can make it a goal to get a good night's sleep and start developing good habits. Many doctors and studies say that sleep deprivation can lead to colds, stress, weight gain, anger, attention span and more. If productivity alone is not enough of a reason, those items are valuable enough to start implementing good habits of going to bed at a good time to get seven hours of sleep.

Everyone should take a break to have lunch or dinner, but I admit that I do not like that "full feeling" after eating lunch. Do you ever feel sleepy physically and mentally after having a meal? Does it interfere with your productivity where you are not happy with yourself at the end of the day because you didn't make your daily work goal? It makes one wonder, as humans, why we have that after lunch slump. After some research on this, I discovered an article pertaining to Harvard Medical School explaining that when we eat, our blood leaves our head to go our digestive system. Our choice of foods we eat during a meal can contribute to that sleeping feeling. Choose your food choices wisely; be aware of what is in the food you are eating.

Food breaks can contribute to less productivity when we don't make good food choices, but breaks are important to be productive. Just as with sleep, there are days when we need more mental breaks than other days. There are a few articles I have read, that state working for 52 minutes, followed by a 17 minute break, is what we all should be doing. A break means doing something opposite of what you were doing. If you are in front of an electronic device, a break could be moving from working at this device to "brain-storming" using a paper and pencil. Again, your body and mind may need a break where you go for a walk around the office or even better, go outside for a walk and get completely away from the work environment. Once you feel energized, your productivity will be back to where you want it to be.

I hope you are able to use some or all of these tips to become more productive or help a colleague with their productivity. Get your rest to avoid colds, stress, etc., and fewer trips to the doctor's office which means less time taken off work. Putting these tips into practice can help you get more done not just at work but on the weekends too.

Bibliography:

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