



# TWENTY-ONE PRODUCTIVITY TIPS TO GET THINGS DONE

—  
SIMPLE STRATEGIES  
AND SMART TOOLS

—  
TIPS TO BEAT  
PROCRASTINATION,  
STAY MOTIVATED, AND  
WORK WITH PURPOSE

—  
WHETHER YOU'RE AT  
HOME, FREELANCING,  
OR CHASING YOUR  
NEXT BIG IDEA

—  
PERFECT FOR SOLO  
FOUNDERS, CREATIVES,  
AND ANYONE READY TO  
GET THINGS DONE

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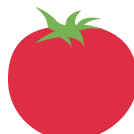
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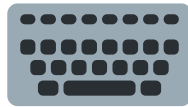
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# FOLLOW THE MONEY



# INTRODUCTION

Working from home can be a dream — or a disaster. When you're in control of your time and space, productivity unlocks freedom: finish early and you're one cup of coffee away from your couch. No rush hour. No boss hovering over your shoulder. No fixed hours — just flow.

You can work in your ideal setup, spend more time with people you love, and maybe even launch a side hustle or upskill. But... there's a catch.

Without structure and discipline, the lines between work and life blur fast. Suddenly, you're overwhelmed, off-task, out of sync, and living in sweatpants with no sense of balance.

**THIS GUIDE GIVES YOU 21 QUICK TIPS AND STRATEGIES FOR BETTER PRODUCTIVITY, ORGANIZED BY CATEGORY.**

**LET'S GET YOU BACK IN CONTROL — ONE WIN AT A TIME.**



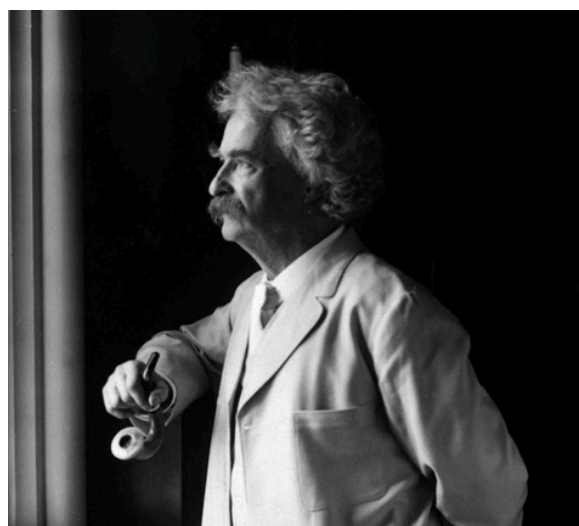
- Maximize your time wisely
- Use apps and tech to your advantage
- Create a creative atmosphere
- Mindfulness tips to keep your brain sharp and focused



# GET THINGS DONE

## 01 EAT THE FROG

Ever heard the quote: "If it's your job to eat a frog, do it first thing in the morning"? Mark Twain said it, and it's become productivity gospel. The "frog" = your hardest, most important task. Tackle it first thing, when your energy and willpower are highest. The rest of the day? Easier.



## 02 KAIZEN

Kaizen is a Japanese philosophy that means continuous improvement. It's about making small changes that add up to big results.

If your laptop takes 5 minutes to boot, that's nearly an hour wasted every week. Optimize that process and you gain valuable time back. Compound those gains daily and you're unstoppable.



## 03 ONE MINUTE RULE

If it takes less than one minute, do it now. No to-do list. No delay. No mental clutter. Just get it done and free up headspace.

# 04 05 06

## POMODORO



Set a timer: 25 minutes of focused work, 5-minute break. Repeat. After four rounds, take a longer break. This method keeps your mind fresh and helps avoid burnout while staying laser-focused.

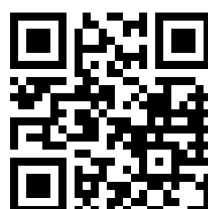
**SCAN THE QR CODE TO  
DOWNLOAD THE APP**

## 80/20 RULE



Also known as the Pareto Principle: 80% of your results come from 20% of your efforts. Figure out which tasks drive the most value — then double down on them.

## RESCUETIME



This app tracks how you actually spend your time on your computer or phone. The insight is shocking — and empowering. Know your distractions, then cut them out.

**RESCUETIME**



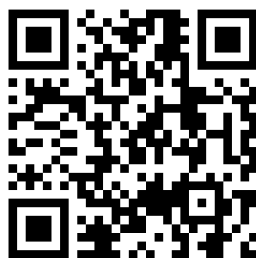
## FIND THE PERFECT APP THAT WORKS FOR YOU



**TODOIST**



**NOTION**



**FREEDOM**

### 07 TODOIST

Todoist is a super-smart to-do list app that uses natural language input. Type “Email Alex tomorrow at 3pm” and boom — it’s on the list. Syncs with everything.

Feels like magic.

### 08 APPLE WATCH

More than a fitness tracker — it’s a productivity sidekick. Get reminders, add tasks, check notifications, and keep your phone out of sight.

Less screen time = more real time.

### 09 NOTION

Your second brain. Use it for notes, project plans, databases, content calendars, or a full-blown wiki. It’s endlessly customizable — perfect for both structure-lovers and creative chaos types.

### 10 FREEDOM

Freedom blocks apps and sites that waste your time. No more “just one scroll” on TikTok. Set it, forget it, and stay in flow.

# GET MORE DONE

**MOST OF YOUR  
OUTPUT HAPPENS  
THROUGH TYPING.**

**SPEED IT UP AND  
SPEED UP YOUR DAY.**



## RIGHT KEYBOARD

Invest in a high-quality keyboard. Mechanical ones are ergonomic and responsive. Big keys reduce errors. Comfort = speed. Speed = productivity.



## FINGER PLACEMENT

Train your fingers to rest on the home row (ASDF + JKL:). Let it become second nature — muscle memory makes you faster.



## PLAY GAMES

Typing games are fun and effective. Try Typing of the Dead — it's actually entertaining (and a little weird), which makes practice easier.



## DVORAK

Dvorak is an alternative keyboard layout designed for efficiency. The learning curve is steep, but some power users swear by it. Try it if you're curious!



## PRACTICE

Speed comes with consistency. Write in a journal every evening — it's low-pressure, helps you reflect, and builds the habit.



# HOME OFFICE IDEAS

## 16 GET A PLANT (OR TWO)

Plants improve air quality and mood. They make sterile home offices feel alive and reduce stress. Bonus: they're scientifically proven to boost creativity.



## 17 MAKE IT INSPIRING

Surround yourself with visuals that motivate you — quotes, books, mood boards, art. Your space should remind you why you're doing what you're doing.



## 18 CREATE WORK ZONES

Designate areas for specific tasks — laptop here, notebooks there, charging station to the side. This prevents clutter and helps your brain associate each space with focused work.



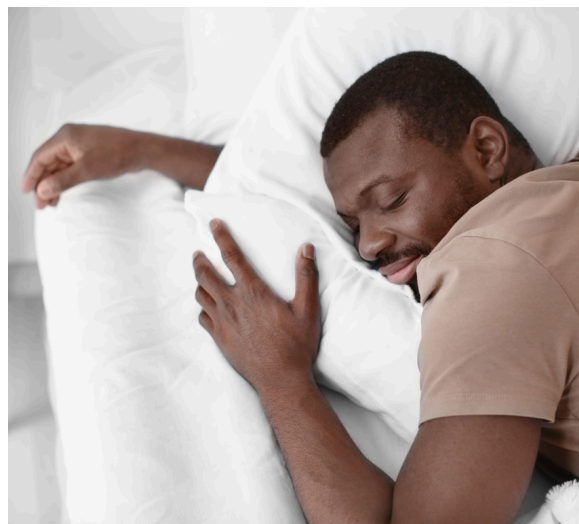
**YOUR MIND NEEDS YOUR BODY TO SHOW UP.**

**WITHOUT MOVEMENT, SUNLIGHT, OR SLEEP,  
PRODUCTIVITY CRASHES.**

**LET'S FIX THAT.**

## **19 SLEEP**

Working from home blurs the line between bed and office. That's bad. Your bedroom should be a screen-free, stress-free zone. Keep your room cool, dark, and quiet. Avoid screens 30-60 minutes before bed. Keep work out of the bedroom. Better sleep = better focus, memory, and energy.



## **20 EXERCISE**

Even 20 minutes of movement a day (walking, biking, yoga) can reset your body and brain. No commute? No problem. Build movement into your routine and feel the mental boost.



## **21 SPEND TIME OUTDOORS**

If it takes less than one minute, do it now. No to-do list. No delay.

No mental clutter.

Just get it done and free up headspace.





# THE HUSTLE NEVER STOPS

Thanks for reading! 🙏

We hope these 21 productivity ideas gave you the boost you needed to take control of your time, energy, and creative flow.

If you found this guide helpful, be sure to stay subscribed — or sign up now — to the BahamasB2B.com newsletter for more tips, tools, and e-books designed to help solo founders, side hustlers, and creatives like you thrive.

New resources are added regularly, so check back soon — your next breakthrough might be just one page away.



[sign up now - for free!](#)



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