



Unless you are one of the few people who thrive while at home, you are probably struggling like most of us to maintain your productivity during this lock down. Do not feel guilty or ashamed about it. Most of us are so used to getting up in the morning, getting dressed, and going to lectures, that studying at home with online lectures, particularly for a period lasting weeks is weirdly disruptive to our regular rhythm. But there is no getting out of this situation is there? So how about we look at some simple tricks to get give ourselves productivity boost?

Say **Hello** to **Nano Habits** - Small yet tremendously impactful behavioural changes that can revolutionise your life & productivity. Here are 4 Nano Habits that you can start with, and integrate into your lives:



### **1. Have a Designated Study Space**

Do you find yourself working at the dining table on 1 day, on the couch on another, and in your bed on yet another day? How can you focus on work if you keep changing your study

environment on a daily or in some case even hourly basis?

Psychologists all recommend that you set a designated study space at home, a sacred space, the only space that you work from and nowhere else.



## 2. Cell-Free Bedtime

Everyone's gadget usage has increased tremendously during this lockdown. Do you find yourself staring into your phone screen, late into the night, and often feel super tired in the morning? Your phone is to blame. Phone displays can mess up your circadian rhythm, and late night notification pings only further disturb your sleep.

Wanna feel rested in the morning? Then simply place your phone as far away from your bed as possible, at least 1.5 hours before bedtime. Need it as your morning alarm? Use an alarm clock instead.



## 3. Notifications

With so many people stuck at home, the number of message pings have gone up tremendously for everyone. Has it ever happened that you are working hard with all your focus and suddenly, a phone notification completely breaks your concentration?

Notifications greatly reduce productivity. It can take you about 23 minutes to get back to the task at hand when your focus is broken. So disable your phone notifications for at least 2 hours the next time you are working.



#### **4. $(10+2)*5$**

A big mistake we all make when creating timetables is not scheduling any breaks. Just because you are at home does not mean you should not be taking breaks at all. It is impossible for the best of us to work continuously without break. So how to plan breaks?

For every 10 mins of work take a 2 minute break, and multiply by 5. In other words, 50 mins of work. Then 10 mins break, every hour. You can also accumulate breaks and take, say a 30 min break after 150 mins of work.

So there you have it. Not too difficult right? So ready to give that productivity a boost and show this lock down who's the boss?

Looking for more personalised productivity tips. Our Experts are here for you day and night so connect with them without hesitation.

CONNECT TO AN EXPERT NOW

If you have any further doubts, concerns, queries, or simply want to say hi, drop us a mail at [campus@yourdost.com](mailto:campus@yourdost.com).

**Always here for you,  
Team YourDOST**

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