## Be Productive and Be Happy

Distractions and multitasking can cause errors, confusion and waste time, decreasing performance and the ability to learn.

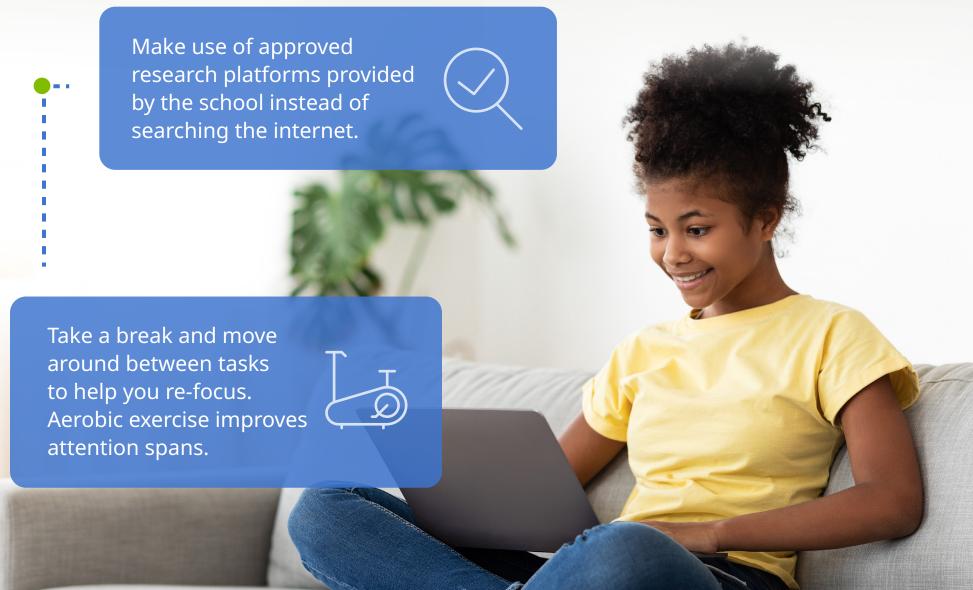
Reduce distractions to make life easier and avoid stress.

## Reduce technology distractions:

- Put your phone and devices on silent mode or silence all nonessential notifications.
- Remove unnecessary electronics from the area and keep them out of sight.
- Close unnecessary internet tabs.



Break down tasks into smaller pieces that can be accomplished more easily.



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