

PRODUCTIVITY

8 Motivation Killers You Need To Be Aware Of Now

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Having motivation is great. It's an external source of energy, will and makes doing what you love easy. But what if your motivation was being taken away without you even knowing? Wouldn't you want to fix that leak, and prevent it from affecting you?

Here are some motivation killers of which you need to be aware.

1. Negative people

Negative people have one goal in mind – to bring you down. These are the people that cannot accept you, and consistently work to hurt, belittle or suck away your motivation. They rarely have anything to contribute, and putting someone down (or bringing them down to their level) is how they see contribution. Stay away from these leeches. They commonly hold envy for you and what you're doing with your life. Regardless of your accomplishments or recent achievements, they will try to not only make you feel bad so they can feel better, but try and hurt you in the process. If any of these people are in your life, just remove them without hesitation. You deserve better.



2. Negative news

We're constantly around some sort of influence whether it comes from: T.V, friends, social media, newspapers, the internet and so on. This influence has the ability to affect you in two ways: It will either motivate you and leave you feeling more positive about yourself or it will suck away your energy and leave you feeling unmotivated. Now I'm going to guess you'd rather end up feeling more positive so you can use that energy to do what it is you love doing.

Imagine for a day, if all the influence you had was positive and everyone was encouraging, how would you feel? You'd feel amazing, and be ready for anything that comes your way. Negative news on the other hand is going to slowly bring you down, eventually draining your energy and leaving you unmotivated. I recently went out for coffee with a friend of mine and all they did was complain. I hate this, I can't stand this person, and most of all I hate it when people do this. Even though this person was talking about different things it was all related to negativity. And after an hour, I started feeling angry because of what I was constantly listening to. When I went home I did nothing - and just went to bed feeling unmotivated. It's safe to say I won't be seeing that person anymore.

3. Fear of failure

Failure is a huge motivation killer. We let failure define too much. Most of us look at failure in one way - that our effort means nothing and that we failed at what we did. This is a misconception. You didn't fail at anything, you're just looking at failure the wrong way. I've realized failure is a feedback system. It tells you what you did wrong, so you can have the opportunity to fix it, reflect, and grow for the next time. Failure is a wonderful tool to help you learn.

Last week I got in a fight with a loved one, and after our argument I felt I failed. I was down, and motivation was at an all time low. So I took some time and looked over what had happened, and I tried not to personalize our fight so much, and look for the lesson from this failure. It taught me to be more open, and try to understand the situation that they are coming from, and their perspective of the situation. Once I did that, I apologized and we worked it out. If it hadn't been for failure, I would've never apologized and made our relationship stronger.



4. Inaction

You have dreams, aspirations or goals. But they don't become reality if you don't do one thing - take action. And all this requires is a simple fix from you. Just take action, anything will do, no matter how small or big. Just take it. When I was trying to register my website I spent weeks looking for the right name. And I finally found one, and it was available! Instead of spending the 10-15 minutes to register it right away, I put it on the back burner and started doing other things. A month later, I went to register it and the name was taken. I felt upset and unmotivated to continue with the website because what I thought of was taken. The bottom line is this: don't overthink it, and just do it.



5. Don't overdo it

Don't burn yourself out. This might sound contrary to the point above, but remember you're not a robot. Being productive is great, but there are times when you just need to stop, and take a break. Taking a break has been proven to: reduce stress, increase productivity, give you a brand new perspective, and relax you. Last month I wrote a total of over 1000 words each day. It was an amazing feeling, but each day felt heavier on me. By the

end of the month I was completely done. I couldn't write anymore; It was the worst feeling ever. I took a whole week off from writing and just decided to take it slow. Burning yourself out is only going to make you tired, kill your motivation and stop your momentum.

6. Forget the past.

It's in the past. It's not here, right now. So move on. Simple advice, but it's really to implement hard. I've found focusing on your breath works very well. Get in the habit of being conscious of your breathing: focus on your inhale, your exhale and the pause in-between. I always bring up past issues into my life, even though they serve no purpose and are always negative. These negative feelings don't help me out with anything, and just reference a time in my life which I wasn't happy about. There are times when I fully involve myself in my past, and I forget everything around me.



7. Stop living in the future.

I used to always micro manage every single detail of my future. I would expend my energy, motivation and thinking to a time that never existed. And there was only one thing certain of my future: It never turned out exactly as I planned it. So, similar to the past, there is no future. There's no certainty of anything. Focusing on how you want your future to be is nonsense. There's only one way to create your future - by doing the work that needs to be done, **right now**.

8. Don't forget about yourself.

We live in a fast paced world. So are some responsibilities you have to take care of. But remember that you are the priority. You have a choice to do what it is you want. Find time for yourself, and make your schedule work for you, don't work for your schedule! I learned this lesson the hard way. A year ago I spent nearly two weeks helping a friend in a tough situation. I helped him move out, helped him with finances, talk to him. I was constantly around him helping him out. A month later he got a new girlfriend, and he completely forgot about me. We stopped spending time together, and my relationship with myself was gone. I spent so much time focusing on his life, that I forgot about mine. Don't forget to ask yourself first. You always have the power to say no.

What are some of the ways that you've felt killed your motivation? And how did you deal with it? Let me know in the comments.

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PRODUCTIVITY

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50 Ways to Increase Productivity and Achieve More in Less Time

Leon HoFounder & CEO of Lifehack [Read full profile](#)

If you feel like you don't have enough time to do everything you want to do, maybe it's time to check-in with your time management skills.

No one is born to be very good at time management, so that's okay if you think you're bad in it. But everyone can learn to boost their productivity and achieve more!

Here are 50 ways to increase productivity and add hours to your day.

1. Set a Timer

Estimate the time you need to tackle different tasks and set a timer for each of your tasks. How you go about this is up to you as there are many different ways. There is the Pomodoro technique where you focus on a task for 25 minutes followed by a five minute break afterwards.

In the event that you have a task that will take much longer than that, you can consider one of the many timer-based apps. One that comes to mind is [Clockify](#). It's used for freelancers and entrepreneurs alike, however it's a good way to be setting yourself a timer. It provides reports and you can serve as a project manager of sorts too. Best of all, it's free.

2. Eliminate All Distractions

Distractions include the phone, email notifications and having multiple web browsers open on the desktop. Just as it's important to be organized offline, it's key to have things organized online as well. This free guide [End Distractions And Find Your Focus](#) is a good tool to help you. With this guide, you'll learn how to get rid of distractions and boost productivity. [Grab your free guide here.](#)

You can also learn more on how to get rid of all distractions in this guide: [How to Focus and Maximize Your Productivity \(the Definitive Guide\)](#)

3. Listen to Music That Boosts Productivity

Distractions should be avoided, but sometimes a bit of [music in the background can help you focus](#).

Of course, it doesn't need to be heavy rock music, but a bit of Beethoven may do you some good.

Here's a complete guide to help you pick the right music for better productivity: [How To Maximize Your Productivity With Music: A Complete Guide](#)

4. Find Meaning in What You Do (And Love What You Do)

Enjoying what you do is the ultimate way to increase your productivity.

If you aren't sure what you love doing yet, don't worry. Leo Babauta has some unique ways to help you: [How to Find Your Passion](#)

5. Prioritize your tasks ahead of time.

By listing your tasks in order of importance, you can make sure that you finish all of your most important tasks during the day.

Learn a unique technique to [Prioritize Right in 10 Minutes and Work 10X Faster](#).

6. Batch Similar Tasks into a Single Batch.

Tasks like blog writing, phone calls, email and errands can be grouped into a single batch. You will save time by completing similar tasks in one session. One way to help you with organizing all of those things is through the app [Todoist](#). It's an easy and simple way for you to plan out your day, set reminders, and group all of your most important tasks in a convenient spot.

7. Complete Your Most Dreaded Tasks First Thing in the Morning.

Whichever activity you are dreading the most is probably the one you need to complete first thing in the morning.

Many people tend to check emails in the morning because after checking a list of emails, they feel fulfilled. But that's just an illusion of having achieved more.

Doing simple tasks like [checking emails first in the morning is bad for you](#). Instead, do the difficult tasks because you have more energy in the morning to tackle them!

8. Reward Yourself for Finishing a Big Task

To stay motivated for whatever you do, reward yourself every now and then.

Keep track of your small wins and milestones and celebrate them. So whenever you struggle about your progress, you see how far you've come!

Find out more about this [2-Step Approach to Self-Motivation: Track Small Wins and Reward Yourself](#).

9. Don't Multitask

Research has shown that multitasking is not productive. If you think you can multitask, [think again](#).

For optimum productivity, focus on one thing at a time.

10. Step Away from the Computer

The Internet has become one of the number one distraction. To increase your productivity, try to do as much of your work offline as possible.

I do this a lot when I try to brainstorm new ideas and have found it to be very beneficial to simply unplug.

11. Use Focus Tools

Make good use of apps and technology to help you remove distractions.

Here're [18 Best Time Management Apps and Tools](#) to help you stay focused. This way, you're not distracted by the web, e-mail, or IM.

Also, join the free [Fast-Track Class - Overcoming Distraction](#), and you'll learn the one simple method to work even when you're surrounded by distractions. [Join the free session now!](#)

12. Just Start

Often times, starting is the hardest part. People tend to wait for the perfect time with perfect condition to start. But there's [no perfect condition](#).

Once you get going, you will quickly get into a rhythm that could last for hours.

13. Find out Your Productive Hours

Everyone has a certain time of the day in which they are more productive than others. For me, it's the morning.

Find out when your prime time is for productivity and optimize your work schedule accordingly.

14. Keep a Notebook and Pen on Hand at All Times

This way, you can write down your thoughts, to-dos and ideas at any time. The key is to get everything out of your head and onto paper. Your subconscious mind won't be reminding you about it every other second.

Another consideration is getting the app [Evernote](#). Not only does this save you on ink and paper, Evernote is a convenient place for you to jot down notes and thoughts and then share them with the team. In certain circumstances, this can prove useful if you're the type of person that has a lot of ideas that you want to share.

15. Write a Blog to Chronicle Your Own Personal Development and Achievements

The blog keeps you accountable and always working towards self improvement and personal growth.

When you write down all the small achievements you've been having, you're also more motivated to move forward.

And you know what, this is how I started Lifehack too! What also helped me in starting Lifehack is [WordPress](#), which allows people to set up a website for free. WordPress has simplified a lot of the process of building a site to the point that virtually anyone can build a website now.

16. Write out a To-Do-List Each Day

I like to plan my day the night before. This way, I can get started on my most important tasks as soon as I wake up. The [Full Life Planner](#) is a nice tool to help you organize your days and get things that matter done. [Check out the planner here](#) and start to plan your day ahead easily!

Make sure you don't make any of these [common to-do-list mistakes](#)!

17. Write Your Most Important Tasks and To-Dos on a Calendar.

The key to good time management is knowing where to be and what to be doing there at any given time. Effective calendar management goes hand in hand with good task list management.

Learn here [How to Use a Calendar to Create Time and Space](#).

18. Reflect on Your Productivity Constantly

As you go throughout your day, repeatedly ask yourself:

“Am I currently making the best possible use of my time?”

This one simple question can be an excellent boost to your productivity.

19. Get up Early Before Anyone Else

I know it could be difficult for some to wake up early in the morning but nothing beats a quiet house!

Here's [How to Start Your Day at 5:00 AM](#) and some [Simple Things Early Risers Do](#) to make waking up early easier.

20. Get Plenty of Sleep

When you work online, sleep can become a long lost memory. However, it's important to get plenty of sleep so that your working hours can be as productive as possible.

Try out this night routine which I highly recommend for productivity: [The Ultimate Night Routine Guide: Sleep Better and Wake Up Productive](#)

21. Exercise

Research has shown that [midday exercise boosts productivity](#) and morale in the workplace.

Take a short walk at lunch or do some simple stretches during your break to maximize your productivity.

Here I have some exercises recommendations for you:

- [29 Exercises You Can Do At \(Or Near\) Your Desk](#)
- [15 Simple And Quick Office Stretches To Boost Work Efficiency](#)

22. Outsource as Much as Possible

If you want to achieve more in less time, learn to delegate or outsource work. Here are just a few of the companies that will help you outsource your everyday tasks:

- [GetFriday](#)
- [Upwork](#)
- [Guru.com](#)
- [ScriptLancle](#)

Also, read this guide to learn how to delegate effectively: [How to Delegate Work \(the Definitive Guide for Successful Leaders\)](#)

23. Set Some Exciting Goals

Without worthy goals, you will never be motivated to get things done.

Set goals that are challenging and achievable. The best [goal setting framework is a SMART goal](#). That said, there are other tools that can help you out as well. For example, [The Dreamers' Guide To Reaching Your Goal](#) is a great guide to help you set and reach goals effectively. [Grab your free guide](#) and learn how to make your goals happen this year!

24. Tell Other People About Your Goals

When you tell others about your goals, you will instantly be held accountable.

25. Listen to Podcasts

Listen to educational podcasts or audio books while you're driving to work, cleaning the house, exercising, or cooking dinner.

Audio learning has the power to add hours to your day. Not to mention, your cranium is sure to thank you for it.

Some recommendations for you: [11 Podcasts To Inspire Yourself](#)

26. Read David Allen's best-selling book [Getting Things Done](#)

This is one of the most important productivity books you will ever read. Read it, apply the tips in your daily lives and get more things done.

Here're more great books about productivity too: [35 Books on Productivity and Organizational Skills for an Effective Life](#)

27. Learn to Speed Read

When you can read faster, you will read and learn more! Check out these [10 Ways to Increase Your Reading Speed](#).

You can also make use of the app [OutRead](#) to help speed up your reading speed!

28. Learn to Skip When You Read

When you're reading a book, just read the parts that you need and skip the rest. But you have to read with a purpose.

Learn how to make it work here: [How to Read 10X Faster and Retain More](#)

29. Focus on Result-Oriented Activities

Pareto's law (also known as the [80 20 rule](#)) states that 80% of the outputs result from 20% of the inputs. This means that 20% of our actions result in 80% of the results.

We must find the 20% that is creating the 80% of our desired outcomes and focus solely on those activities.

30. Take a Break

You can't always be working at optimum productivity. Instead, you should shoot for working in short bursts at your most productive times.

31. Start a Polyphasic Sleep Schedule

What is polyphasic sleep?

Polyphasic sleep is a sleep pattern specification intended to compress sleep time to 2-5 hours daily.^[1] This is achieved by spreading out sleep into short (around 20-45 minute) naps throughout the day. This allows for more waking hours with relatively high alertness.

While you can learn more about it [here](#), you're recommended to [take some naps](#) during the day to recharge your energy too.

32. Learn to Say “No”.

We can't do everything and therefore we must learn when to say no in order to save our sanity.

Learn [the Gentle Art of Saying No](#) from Leo Babauta.

33. Go on an Information Diet

Most of the world lives on information overload. We must eliminate mindless Internet surfing.

Stop reading three different newspapers a day and checking your RSS feeds multiple times a day. Otherwise, you'll never get anything done.

The key is to limit yourself only to information that you can immediately take action on. Here're some simple tips you can try: [10 Simple Productivity Tricks To Manage Overloaded Information](#)

34. Organize Your Office

The piles of paper around your desk can be a huge barrier on your productivity. Optimize your time by organizing your office, setting up a system and dumping the junk.

Check out these [21 Tips to Organize Your Office and Get More Done](#) and [20 Easy Home Office Organization Ideas to Boost Your Productivity](#).

35. Find a Mentor

By modeling after those who have already achieved success, you will save yourself a lot of time and energy.

A good mentor is hard to find, so here's a guide to help you: [What to Look for in a Mentor](#)

36. Learn Keyboard Shortcuts

With technology's help, you can double your work efficiency. Even better, you learn all the shortcuts when using technology, for example keyboard shortcuts.

When you use keyboard shortcut, [you gain 64 hours every year!](#)

Not sure what shortcuts to learn? Check out these [22 Tricks That Can Make Anyone A Keyboard Ninja](#).

Besides learning the shortcuts, you can also create keyboard shortcuts with [AutoHotKey](#).

37. Improve Your Typing Speed to Save Time

Do you know you can save [21 days per year just by typing fast?](#)

You don't really need to take some serious courses to type faster, try these typing games online:

- [Barracuda](#)
- [Fingerjig](#)
- [Bubbles](#)

38. Work from Home and Avoid the Daily Commute

If your job is a flexible one, consider working from home. This saves you the commute time and you'll find yourself more energetic throughout the day as you have saved the long ride.

Take a look at these tips to help you stay productive while working from home:

39. Get Rid of Time Wasters

Common time wasters include Instant Messenger, video games, Flickr, checking your stats 10 times a day, television and extraneous Internet surfing.

Don't rely on your willpower, make use of some of these useful tools to help you stay focus: [10 Online Apps for Better Focus](#)

40. Plan Your Meals in Advance

Plan out all of your meals a week ahead and make your grocery list accordingly. This allows you to focus on the necessary – saving you time and money. You can also save yourself even more time through a wide variety of apps. One app that I find helpful is [Mealime](#). It's an app that provides you with a wide selection of recipes and also a convenient spot for your grocery list as well.

Considering the fact that over 4 million users have this app, it goes to show that there is a good selection of meal plans that you can follow and that the app is friendly to use.

41. Cook Your Meals in Bulk

When you cook your meals in bulk, you will have plenty of leftovers. This can avoid having to cook everyday.

Find out more about how to make cooking in bulk works: [Once a Month Cooking: Productivity Hack or Overrated Time Suck?](#)

42. Protect Yourself from Unnecessary Phone Time with Caller ID

The minutes you spend on picking up unnecessary phone calls are time wasted. You can prevent that from happening.

Check out this detailed guide how you can deal with those unnecessary phone calls: [How To Lose the Useless Items that Weigh Down Your Day – Cellphone Calls](#)

43. Take Shorter Showers

This one may sound silly but it's actually something I struggle with. I spend up to 30 minutes in the shower. Think of the time I could save simply by speeding up a bit.

44. Save the Trips to Bank by Taking Direct Deposit

Many employers now offer direct deposit. If yours does, then be sure and take advantage of it and save yourself from a number of trips to the bank.

45. Auto Pay Your Bills

How many times have you been worried about whether you missed the bills deadline?

Auto paying your bills will save you time and eliminate late fees and increased interest rates.

46. Shop Online

Whenever possible, avoid going to the store. When you shop online, you can be more focused about what you're getting.

47. Speed up your Internet With a Broadband Connection

Many people are aware of the slow speed of internet but aren't doing anything about it. In fact, this is the number one Internet time-saver!

If you must use dial-up, then you can use accelerators like [Propel](#) and [SlipStream](#) to double or even triple your speed.

48. Keep up the Speed of Your Computer

If you're a Windows user, use Windows hibernation feature to avoid the slowdown of exiting and restarting Windows.

Or maybe, consider switching to Mac as there're plenty of [Advantages You Probably Don't Know About Switching To Mac From PC](#).

49. Turn off the TV

The average American watches more than 4 hours of television every day. Over a 65-year life, that's 9 years glued to the tube.

For better health and productivity, turn off the TV. Here're [11 more reasons to tell you to stop watching TV](#) so often.

Turn off the TV and you are sure to get more out of life.

50. Use a Tivo or DVR

This can help you cut an hour-long television show down to just 40 minutes. You can save time while not missing the fun.

So, here's the ultimate list of techniques you should learn to boost productivity. Pick the techniques that work for you and make them your daily habits. As time goes, you'll find yourself being a lot more productive.

More Time Management Tips

- [7 Effective Time Management Tips To Maximize Your Productivity](#)
- [How to Be Productive at Work: 9 Ground Rules](#)
- [How to Not Get Distracted: 10 Practical Tips to Sharpen Your Focus](#)

Featured photo credit: [Pexels via pexels.com](#)

Reference

[1] ^ Medical News Today: [What is biphasic and polyphasic sleep?](#)



READ NEXT

[Your Night Routine Guide to Sleeping Better & Waking Up Productive](#)

[Productivity Music for Focus \(Recommended Playlists\)](#)

[What Is the 80 20 Rule \(And How to Use It to Boost Productivity\)](#)

[What Are SMART Goals \(and How to Use Them to Be Successful\)](#)

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