

Five ways to work better every day

As part of our Lift Your Day campaign in association with Starbucks® Chilled Classics wellbeing expert Jo Usmar tells us how to achieve more at work

Wouldn't it be wonderful to blitz through your work, nail your to-do list and still have time for a coffee and a chat every day? Well, this needn't be a far-fetched fantasy. There are super simple things you can do to make better use of your time and to feel more in control of your to-do list. There really *are* enough hours in the day. Jo Usmar, co-author of the bestselling *This Book Will Make You...* series and founder of the self-help Instagram video project Bite Sized Psych ([instagram.com/bitesizedpsych](https://www.instagram.com/bitesizedpsych)) shares her tips to becoming a more productive you.

BREAK ROUTINE

"Making simple changes to your day will kick your brain into gear, making you more interested in

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what's going on in both the world around you and in your own head. Routines switch us to autopilot (ever arrived somewhere with no recollection of the journey?) and quash creativity. So take a different route to work, go somewhere new for lunch or enjoy a chilled coffee outside mid-afternoon."

DOWNLOAD A PRODUCTIVITY APP

"Ever been Googling something for work and then realised 20 minutes later you're halfway through an article on the lifespan of a giant tortoise? If so, you need a productivity app. Designed to curtail procrastination, these apps allow you to choose which sites to list as 'distracting' and will either block you from visiting them or monitor how long you're on them. It's a real wake up call to realise that that 'five-minute break' was in fact nearer 40."

WORK FEWER HOURS

"A 2014 study by John Pencavel of Stanford University proved that shorter working hours result in better concentration, better mental and physical health, better morale and therefore better productivity. When people work longer than 50 hours a week their output drops; for example, someone working 70 hours a week will produce roughly the same amount of work as someone working 56 hours, meaning that extra 14 hours sitting alone in the office tapping on your keyboard was a total waste of time. Leave the office!"

SELF-IMPOSE DEADLINES

"Break a big task down into smaller steps and give each step its own deadline – and then write that deadline into your diary or

calendar so it's 'official'. We'll often leave things to the last minute when we know we have a bit of time. Giving yourself deadlines will force you to start before it's too late so you're not trying to finish while staring longingly at the clock."

CONSIDER USING A STAND-UP DESK

"Studies have found that stand-up desks increase productivity. When you're standing up the work feels more urgent, so you focus more. Standing up also increases blood flow and improves posture so it's good for both body and mind."

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Coffee break?
Enjoy a Starbucks Chilled Classic

Mix things up a bit by trying something new during your next coffee break. Starbucks Caffè Americano with milk is the brand new addition to the Chilled Classics range – it's a cool blend of milk and Starbucks' coffee. It's available in leading supermarkets or convenience stores, and is guaranteed to give you a lift during a busy day at the office.