

A close-up photograph of a hand with the index finger pointing upwards. The hand is positioned in the center-left of the frame, with the finger pointing towards the top of the image. The background is blurred, showing what appears to be a person in a white shirt and dark jacket. The overall lighting is soft and natural.

Spare Time Internet Marketing

**Top Productivity
Boosters and Hacks to
Help You Work Faster**



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Spare Time Internet Marketing Cheat Sheet

Top Productivity Boosters and Hacks to Help You Work Faster

If you're an internet marketer who is working full-time, then you know as well as anyone, that every hour you can save, is a real help!

It's important that you make the very most of the time you do have. Part of this comes down to having the right strategy for building links and promoting yourself on social media. The other part comes from being focused and highly productive when you do sit down and get to work on your IM Business. You need to be able to capitalize on that opportunity and plough through as much work as possible, rather than procrastinating or being distracted.

This cheat sheet is your guide that will help you to get more done, quickly and efficiently, in less time. Many people don't realize just how much easier it can be, with the right diet, lifestyle and productivity hacks.

Diet

If you want to perform at your very best, then you need to fuel your body and your mind with the right nutrition. One way to do this is to investigate using nutrients that can encourage optimal mental performance and concentration.

Some options include...

Caffeine

Whether you prefer coffee or tea, getting your fix of caffeine is one of the best ways to increase focus and alertness, while also combating fatigue and brain fog. A cup of Americano (or whichever your favorite is) will get your day off to a strong start!

L-Theanine

The only problem with caffeine is that it can make you too wiry and jittery. That's why many people are now combining their morning coffee with an L-theanine supplement or getting their hit from green teas like yerba mate, that includes the combination naturally. L-theanine is a xanthine like caffeine but the difference is that it is relaxing rather than excitatory and will 'take the edge off' to improve your mood and prevent jitters or headaches.

Cocoa

Believe it or not, chocolate is actually fantastic for your brain function! This is partly thanks to the serotonin release that comes from the sugar and which can really improve your mood – combining cocoa with coffee is another way to take the edge off and that's why mocha has been found to be one of the best productivity-boosting drinks, in a recent studies.

Another great benefit of cocoa is that it contains epicatechin – a substance known to dilate blood vessels and encourage healthy blood flow to the brain.

Oats

It's not all about fancy drinks that can boost your brain function though. Just as important, is getting some good old-fashioned sustenance and few things are better for this than oats. Oats are perfect as a source of complex carbohydrates and that means they'll release their energy more slowly than 'simple carbs'. The result is that you have a steady supply of energy throughout the day, so your hunger doesn't start to hurt your performance.

Fats are also great for this and that's one reason why avocado is such a popular choice for breakfast, for many people.

Lifestyle

In terms of your lifestyle, there are a few things you can do to enhance your productive state and thereby work more efficiently when you need to...

Sleep

Sleep is crucial if you want to perform optimally. Getting more sleep can be achieved by making sure your room is perfectly dark and quiet, by taking a time out from technology before bed and by trying to go to sleep at the same time every night to get into a 'rhythm'.

Separation

What's incredibly important for any kind of professional, is learning to separate work and play. This means being able to 'switch off' at the end of a hard day of work and it means being able to ignore emails from influencers and from content creators once you've 'clocked off'. It might seem counterproductive, but you *need* that time off in order to perform your best the rest of the time.

Productivity Hacks

Finally, try these 'hacks' to enhance your focus and workflow...

The Pomodoro Technique

The Pomodoro Technique is a strategy for splitting your working day into periods of focus and short breaks of around ten minutes. You literally set a timer and work for that short stint, which helps you to focus harder knowing that a break is coming up.

One suggested timing is to work solid for 25 minutes, then take a 10-minute break, before starting your next 25-minute work period. This works really well for studying as well. It was actually started by a University Student.

Leave Something Unfinished

This is another one that sounds unlikely but leaving a job half-finished at the end of the day is actually a very good way to boost your productivity. That's because the human brain hates 'unfinished business' and that will make you feel uncomfortable until you jump back in and finish it off. This is a great way to get your day off to a good start.

Be careful with this one, if it results in loss of sleep, because you can't get the unfinished task out of your mind, then it may be better to leave it for someone else to use?

Delay Emails

Don't answer your emails until you have done something productive. Once you start answering emails you go into a 'reactive' state rather than a 'proactive' state and it all goes downhill from there!

A common practice is to set aside a specific time for doing your emails and shut down your email program for the rest of the time, while working.

Remember the Why

Your brain decides what is important based on biological signals – in other words based on emotion and on your feelings. It's up to you to make sure that you provide yourself with an emotional incentive to do the work you're meant to be doing.

Remind yourself why you need to complete the work and focus on that end goal and how it will impact on you emotionally. If you can link this to the work you are doing, you'll find it's much easier to feel that sense of internal drive that keeps you working away.

Design a Productive Office

Finally, design a productive office that makes you feel comfortable and that is conducive to work. This should include a comfortable seating arrangement, a wide screen for ample multitasking, a powerful computer and an environment that puts you in a good mood for working and that isn't too distracting.

Procrastination

One of the biggest productivity killers for Internet Marketers, is procrastination. To a degree, this is a broad term and several of the things mentioned above can also be called procrastination. Basically, it comes down to "Never Say Later" do it now!

This can come for many reasons, but always results in very little being achieved. Most often for me, it's a 'Comfort Zone' thing. I can often lack the confidence to break out of my comfort zones and that stops my progress. For me, it's a case of waking up to what I'm doing and push through!

Whatever is your problem, you must push through it, or you will likely kill your own business.

Follow these tips and you'll find that you should work faster and more effectively each time you sit down to get something done. Remember though: being able to work efficiently comes with practice so don't go too hard on yourself if you can't do it right away. It will come with time!