

Five-minute fixes that **boost productivity**

Fix 2

Turn off non-essential notifications
Fewer interruptions.

Fix 3

Clean up your desktop
Find things faster.

Fix 1

Auto-start key apps
Skip the daily set up.

Fix 4

Use keyboard shortcuts
Stop clicking. Start flying.

Fix 5

Sync files across devices
Same files, everywhere.

Fix 6

Set a short focus session
Work without distractions.

Fix 7

Tidy your inbox
Rules over constant checking.

Fix 8

Close unused tabs
Clear screen. Clear head.

Fix 9

Name files properly
Save time later.

Fix 10

Plan tomorrow today
Start the day with clarity.



**You don't need new tools; you need fewer blockers.
If you want help removing them, we can help.
Get in touch.**

