

Top 10 Tips to Increase Research Productivity

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Productivity is essential to any profession. A researcher's job comes with its own set of responsibility and challenges. However, even in the face of these challenges and responsibilities, productivity needs to be maintained constantly.

Through this infographic, we would like to provide ten tips that can be followed in order to help you maintain your productivity as a researcher. Small things that we often overlook can go a long way in increasing our productivity.

TOP TEN TIPS TO INCREASE RESEARCH PRODUCTIVITY



Organize and Plan Well

Planning well and organizing yourself is the first step towards improved productivity.



Use a Task Manager

Using a task manager will ensure that you do not forget or miss out on important things.



Prioritize Your Work

Plan your work in such a way that you deal with things that are urgent and important first.



Avoid Distractions

Avoid distractions by assigning a time to deal with emails, social media, and networking platforms.



Set Quantitative Goals

Setting quantitative goals for yourself will help you give direction to your work.



Automate Your Work

Automate your work wherever possible. It will help you save time.



Take a Break

Taking a short break in between your work will help you refresh your mind and regain your focus.



Avoid Procrastination

Procrastination will negatively affect your progress and career graph. Avoid it as much as possible.



Stay Motivated

Don't allow experimental failure to demotivate you. Keep yourself motivated throughout your project.



Network and Collaborate

Connect and collaborate with other researchers to get a different perspective on your work.

Visit [enago.com/academy](https://www.enago.com/academy) today to know about tools that can help you improve your productivity!

Cite this article

Enago Academy, Top 10 Tips to Increase Research Productivity. Enago Academy. 2019/05/09. <https://www.enago.com/academy/top-10-tips-to-increase-research-productivity/>