

Whether you are your own boss or manage a large team, recurring tasks take time from everyone. Tasks can also be **assigned to others**, making it easier for you to help keep up their productivity.

For example, if you're a manager, you could use recurring notes to track employees' birthdays, work anniversaries, and other milestones. It's also an opportunity to boost morale and celebrate accomplishments. Set quarterly reviews on the horizon and ensure you're prepared for them. For bonus points, try making a notebook for each employee and put recurring tasks in each of their notes.

Whatever your career or personal life demands of you, recurring tasks can boost productivity, and make it easier for you to devote your brainpower to what matters. Tasks may live in your notes, but that doesn't mean they have to.

How to be more present and increase productivity

When you feel overwhelmed, it can be difficult to stay productive. That distraction can reduce your effectiveness at work, but your ability to decompress outside of work.

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