

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

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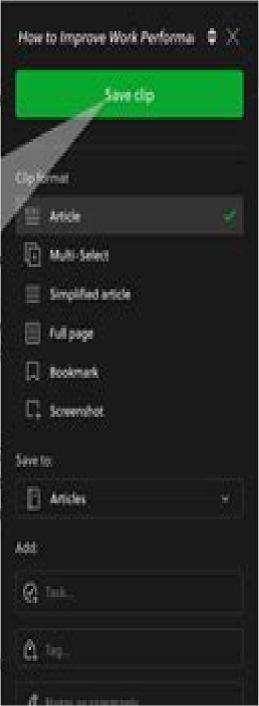
employe

opportunity to boost morale and celebrate accomplishments. You can also use quarterly reviews on the horizon and ensure you're prepared for those regularly downs. For bonus points, try making a notebook for each individual employee of and put recurring tasks in each of their notes.

Whatever your career or personal life demands of you, recurring tasks help help productivity, and make it easier for you to devote your brain space to what matt tasks may live in your notes, but that doesn't mean they have to live in your hea

# How to be more present and increase your focus

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











# **Evernote Help Guide**

**Rachel Sandford** 



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