

Simple Life Hacks for Working People



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Abstract

In today's fast-paced world, working professionals are often juggling multiple responsibilities, leaving them with limited time and energy for self-care, organization, and productivity. This article presents a collection of simple yet effective life hacks designed to help working people streamline their routines, boost productivity, and reduce stress. Covering areas like time management, workspace organization, meal prepping, and mental well-being, these hacks offer practical strategies to simplify everyday tasks. By incorporating these tips, professionals can create a more balanced lifestyle, leading to enhanced efficiency and an overall improvement in quality of life.



1. Introduction

In the busy world of work, finding ways to stay organized and energized can be challenging. Balancing demanding job responsibilities with personal life often feels overwhelming, and the constant race against time can take a toll on both productivity and well-being. For many, small adjustments to everyday routines can make a significant difference, helping to reduce stress and save precious time. This Guide shares a range of simple life hacks specifically tailored for working professionals. These tips cover various aspects of life, from managing schedules and maintaining an organized workspace to quick meal prepping and self-care practices. By adopting these straightforward strategies, working people can create a more efficient, balanced lifestyle—gaining not only more time but also peace of mind. Whether you're aiming to improve your focus, get more organized, or simply find ways to make each day easier, these life hacks can serve as valuable tools for a smoother, more productive work-life experience.

2. Hacks To Be More Productive



It is always harder to focus during the summer. The weather is nice, offices have summer hours, and everyone would rather be on vacation. It is hard enough to be productive without the warm weather distracting people, and much, much worse when you must stay at the office longer because you were day dreaming about leaving. Here a few tips to get more done in less time, so you can enjoy the season and succeed at work:

Be Strategic

Think about how and why you are not getting as much work done as you need to: is it because you're tired? Or you sit next to a chatty coworker? Or do you go on social media too much? Or do you try to multitask? Identify what you believe is the root of your problem with productivity, and think of solutions that address that issue.

Do Your Most Important Tasks Before Lunch

Priorities and projects with tight deadlines should be done first. Do not get bogged down by emails or meetings, and do not let anything else distract you. Some days you may be working straight through tea time, but make sure you get done what absolutely needs to get done today. Anything that "would be nice" to get done or does not need to be addressed until tomorrow or later in the week can wait.

Don't Multitask

Trying to complete several tasks at once only makes you complete each task more slowly and usually costs you more time than if you focus on each task individually.

Don't Overwhelm Yourself

Being ambitious is good until it is overwhelming. Then it is counterproductive. Trying to do too much will only cause you stress, making you less productive and more anxious. So refine your to-do list, and be intentional about what needs to be done today.

Form New Habits To Improve Efficiency And Focus

It takes a lot of discipline to sit at a desk, or at a workplace and focus for hours on end. Figuring out ways to manage your weaknesses, like perhaps taking too many breaks, or surfing the internet or social media or chatting with coworkers eats at your time, even if it is in five or 10-minute increments. What food drains your energy, and which foods give you energy? Forming habits around what you eat, how much you sleep, and how you manage distractions all contribute to your productivity, so do not be passive about your habits. Examine them and improve them.

Manage Your Time With Email

Spending too much time sending and replying to emails can drain your time and energy. Pick a few times a day, maybe in the morning, at noon and once around six or so to check your email, then be done. Your priorities will take a back seat to your e-mails if you allow them to be your focus. So have some discipline, only respond to emails that need a response, push others back in the interest of your priorities and projects.

Have Someone Hold You Accountable

Creating some structure to help achieve a goal is a great way to expedite your progress. You're not going to want to share with a friend, co-worker or career coach that you did not reach your goal this week, month, etc. So recruit a friend or family member or hire someone to help improve your productivity so you can become the person you aspire to be.

3. Easy Kitchen Hacks for Busy Professionals

As much as we might want to, busy professionals can't always be whipping up elaborate meals and foods for their families as they do in tv shows.

Life gets in the way, and between work, social commitments, extracurricular activities, and so on, finding time to get creative in the kitchen can be a struggle.

While I fully subscribe to a mise en place routine in the kitchen, I have also picked up a few helpful hacks from my husband (a cooking extraordinaire tbh!) I'm excited to share some easy ways you can cut down on kitchen time while still making healthy meals and delicious treats every day of the week.



Prepped Ingredients

Quite honestly, one of the best ways to save on meal prep time is to buy pre-prepared foods such as veggies and fruit. Chopping and cutting up your ingredients can be time-consuming; however, if they're already done, you can simply add them to the pots or your recipes with little fuss.

You can buy pretty much anything pre-prepared these days, depending on your preferences but there is no denying that this is a handy tip for busy parents in the kitchen.

Sheet Pan/One Pot Meals

What is more enticing than being able to throw everything together and leave it to do its thing? From using sheet pans in the oven to One Pot's and slow cookers, there are multiple ways you can cut down on the prep and cooking time as well as the clean up afterward. After all, who wants to be tied to the sink after cooking a delicious meal?

All you need to do is to get all the ingredients in the recipe together, add them to your cooking method of choice and let it cook until ready. You can find many different one-pot or sheet-pan recipes online to help you out too.

Microwave & Airfry

The microwave and airfryer are quite possibly one of the best inventions for the kitchen in recent years. You will be surprised to learn how many different things you can make or heat in the microwave.

From the ever-popular mug cake recipe, you'll love and even making sweet potato chips, there are so many doors you can make or prepare in the microwave to help you cut down on kitchen time and still serve up delicious meals.

Meal Prep

There seems to be a love-hate thing going on in recent years with meal prep. For those who it works for there are many benefits to meal prepping. However, not all families have the space or resources to do so. Meal prepping is basically preparing your meals ahead of time and storing them in a fridge or the freezer to heat up when needed.

It can save a lot of time and effort on busy days however it does involve being uber-organized and having the initial time to make and prepare all the foods to store, especially if you have a big family. Easier options include making more food when you make a meal such as soups or stews for example. Then freeze the leftovers to use.

Meal Plan

Lastly, meal planning can be a lifesaver on busy days. Knowing in advance what you are making can ensure you have shopped for all the required ingredients and allows you to simply pull everything out and get it without umming and ahing over what to make.

Plus, if you know what is coming up, you can prep some of their steps ahead of time, e.g. preparing veggies on a previous day if you're already using the same for another day's meals, or making sauces ahead of time to pull out on the day.

4. Hacks To Tackle Difficult Cleaning Tasks



Maintaining a neat and clean home is always a challenge. It is time-consuming and energy-consuming, particularly for people with large families and pets. Bigger family typically means regular cleaning is required. The primary issue here is that not all the tasks are created equal. Some are quite straightforward, while others are very hard.

The harder household chores typically require attention to detail and a more thorough and systematic approach, automatically demanding a lot of time and effort.

So, most people end up procrastinating, which makes matters worse. Neglecting regular cleaning will lead to a buildup of dirt and dust, negatively impacting indoor air quality and causing health issues among family members. Fortunately, with the right strategies and hacks, homeowners can easily complete tough cleaning tasks. Here are the 9 most difficult cleaning tasks and how to simplify them. Utilise these tips to complete the challenging chores efficiently.

1. Cleaning Stovetops

A dirty stovetop is a common issue most homeowners face, no matter how careful they are during cooking. Spills and splatters can happen, and the best thing an individual can do is to clean them up promptly. This is because if allowed to settle in, treating spills will be more difficult. To simplify stovetop cleaning, expert end of lease cleaning Melbourne recommend following these steps:

- Prepare a paste by mixing baking soda and vinegar.
- Generously apply it over the stovetop surface.
- Let it sit for 5 minutes before wiping it off with a moist microfibre cloth.
- Scrub the leftover stains and grime.
- Finally, wipe the surface again with a moist cloth and then a dry cloth.

2. Maintaining Clean Windows

Window cleaning is another dreaded task simply because removing stains is very tough. However, these basic steps can help homeowners achieve the best results in no time:

- Eliminate dust from the surface with a cloth.
- Use rubbing alcohol and a microfibre cloth to spot clean stains.
- Spray a vinegar solution on the glass and wipe clean with a newspaper.

3. Treating Carpet Stains

Carpet stains are certainly one of the toughest issues to deal with, particularly the ones caused by pet accidents. This task is one of the major ones in end of tenancy cleaning checklist. Cheap end of lease cleaners Melbourne recommend following these steps to simplify the task:

- Use a paper towel to blot up any excessive liquid.
- Apply a vinegar solution to the affected area and blot with a clean cloth.
- Once the stain has been lifted, rinse and blot dry.

4. Eliminating Grease from Oven Racks

Stubborn and baked-on grime tends to accumulate over time on oven racks and can be quite hard to remove. In such situations, following this effective procedure can help:

Remove and soak the oven racks in a bathtub containing the mixture of dish soap and hot water.

- Let them soak overnight.
- Scrub away the residue with a scrub brush.
- Thoroughly rinse the racks and let them dry.

5. Dealing With Grime on Grout Lines



Grime on grout lines is never pleasant and is quite challenging to remove, particularly for people who are unaware of the most efficient method. So, just like the professional end of lease cleaners Melbourne, every homeowner facing this problem should use the following method:

- Combine equal parts of hydrogen peroxide and baking soda.
- Use a toothbrush to apply the paste on the grout lines and scrub in a circular motion.
- Let the mixture sit there for 15 minutes.
- Rinse with water before wiping dry.

6. Dusting and Cleaning Hard-to-Reach Spots

Some areas in a home are hard to reach, making it tough to keep them clean and dust-free. Additionally, overlooking this task is a big mistake that must be avoided for healthy living. Fortunately, there are ways to overcome this challenge:

- Buy tools designed to reach hard-to-reach spots, including extendable dusters.
- Regularly dust light fixtures and ceiling fans using a ladder.
- Hire professionals for occasional deep cleaning.

7. Getting Rid of Soap Scum

Soap scum is another very common and difficult problem to deal with and often requires the use of chemicals. However, there are a few natural alternatives available as well.

- Mix equal parts of dish soap and white vinegar.
- Use a sponge to apply the mixture to the affected areas.
- Allow it to sit there for a few minutes.
- Scrub with a brush or non-abrasive scrubber.
- Rinse and wipe dry.

8. Kitchen Sink Cleaning

The kitchen sink is used heavily in most homes, and cleaning it can prove to be tough depending on the level of grime and buildup. Just like budget end of lease cleaners

Melbourne, most homeowners should prefer using natural cleaners to achieve the best results quickly. Follow this procedure when deep cleaning the kitchen:

- Sprinkle baking soda around the kitchen sink.
- Scrub gently using a handheld kitchen brush.
- Pour white vinegar into the sink before doing a final scrub.
- Rinse and wipe dry.

9. Washing Dishes

Things like dried-up food stains and bits sticking to the dish can make washing it much more challenging and time-consuming. Luckily, there is a way to make the job easier.

- Rinse and soak the dishes before washing them.
- Soaking in plain water will be enough to loosen up stuck-on foods.
- Soapy water will be ideal for cutting through grease and stains.

5. Work-life Balance



What is work-life balance?

Work-life balance refers to the juggle between the demands of work and your home and family life. If you struggle with work-life balance, you might find that you are often rushing to manage different commitments, often left feeling like you are doing no areas well.

If you work long hours, it can be more difficult to achieve a healthy balance between work and your personal life. Working long hours may impact your health in Melbourne, make your work unsafe, increase your stress levels and cut into time for leisure activities.

A good work-life balance means you have harmony (most of the time) between the different aspects of your life. Outside of work you will have time to spend on other things, such as caring for yourself and your family, and leisure activities. If you can spend time on personal care, socialising, hobbies and relaxation, this can support your overall wellbeing.

It's important to prioritise wellbeing, which is often seen as being of less importance than paid work or chores.

Who has poor work-life balance?

Australians work hard. You might be one of the 13% of people (more than 1 in 10) working more than 50 hours per week. This is considered 'very long hours' by the Organisation for Economic Co-operation and Development (OECD).

Working overtime is common, especially if you are young, male or in a full-time job.

If you have a family, you might feel pressure to both:

- provide for them by working
- care for them by doing tasks at home

If you are studying as well as doing paid work, this can also make it more difficult to find a good balance in your life.

Many people work part-time, low wage, casual jobs, which can mean working unsocial hours in Melbourne. If you have less work than you need to cover your bills and expenses this will increase your stress levels and can impact your mental health.

What are the positives and negatives of work?

While not everyone is able to work, employment generally helps your mental and physical health and wellbeing.

Work can:

- provide you with a daily routine and structure

- boost your activity levels
- provide a sense of identity
- offer meaning and purpose to your life
- be a source of friendships
- provide you with a sense of community
- give you financial independence

Unemployment, on the other hand, can lead to poor mental and physical health.

You might find there are downsides to working that can add to feelings of stress. Some examples are:

- feeling isolated or lonely at work
- getting few rewards for your efforts
- worry about losing your job or not getting shifts
- lack of control in the job
- feeling unsafe at work if you are tired from very long hours or shift work
- pressure to stay connected at the weekend or check emails when on holiday

If you can find a good balance between work and other demands, you are likely to:

- be happier
- be more productive
- take fewer sick days
- stay in your job for longer

Flexible hours and working from home can be helpful if this is possible in your job. You can ask your employer about flexible working arrangements.

Burnout

Burnout is when you:

- feel mentally and physically exhausted for a long time

- have a lack interest at work
- dread or avoid going to work
- feel overwhelmed and emotionally drained
- find it hard to complete simple daily tasks

Burnout may:

- cause physical symptoms like stomach pains, headaches and sleep disturbances
- make it hard to concentrate or be creative
- lead to negative feelings about your co-workers and a lack of confidence in your own ability to function at work
- cause a lack of enthusiasm or drive to do your work well

You may get burnout if you have focused all your energy on your work for a long time and not given enough energy to your health, family and friends.

Burnout is usually an extreme form of work-related stress. It can also be due to other parts of your life, such as being a long-term carer.

Tips for a healthy work-life balance



1. Know your values

Try to spend some time thinking about what is important to you in life. Consider your passions and interests, and make time for the things that make you feel alive. How much time do you really spend on your priorities?

2. Practise time management

Do you ever wonder where the day went? Calendars, apps and to-do lists are all useful methods for keeping track of how you spend your time.

You could review a typical week and see if you can use your time better. You might be able to save time by shopping online more or working from home in Melbourne a couple of days a week to reduce your commute. You could see if some meetings or tasks can be done by phone/video or email instead of in person.

You might realise that social media is swallowing chunks of your day.

3. Set boundaries

If you find it hard to say no, you could try to set limits on your work time and pre-plan time for other activities.

Let people know when you will be off-line. Step away from your phone, turn off your work emails or go internet-free for a few hours.

Do you have someone who can share the load? Can you take the pressure off yourself and accept that good enough is okay?

4. Enjoy your work

‘Do what you love and love what you do’ is a great catchphrase and something to strive for. Most jobs can be tedious or stressful at times, but if you really hate your job or it’s making life impossible it might be time for a change.

Ask your employer about flexible work arrangements. See if you can move to a different team or retrain. You could set up a side-hustle for a few hours a week to try out a new way of making a living.

5. Review your finances

Do you really need a new car or laptop? Could you get some of the things you need second-hand? Can you manage in a smaller home? Can you ‘DIY’ parts of your home renovation? Can you bring lunch to work instead of relying on take away?

Maybe you are eligible for some government support.

Research shows that once our basic needs are met, a higher income does not necessarily lead to happiness. Spending less money could mean fewer work hours and more time to yourself.

6. Nurture relationships

Positive relationships and social support help build resilience and lead to more adaptive ways to cope with stress. Strong relationships take time to nurture and develop.

Prioritise quality time with your family, friends, neighbours and loved ones.

7. Focus on your health

Regular exercise is known to reduce stress, anxiety and depression.

Make sure you get enough sleep at regular times.

Try to eat healthy food, drink alcohol in moderation and avoid illegal drugs.

8. Have down time

Taking time to rest and recharge is vital to help you succeed in what is important to you. Schedule regular time off for yourself each week to relax, read a book, play sport, spend time in nature or just do nothing. Choose any activity you enjoy.

6. Tips to Improve Your Health at Work



Avoid those snacks, take a walk during lunch, and clean that keyboard, and you're on your way to a healthier workday.

Eight hours in a chair in front of a computer, five days a week can take a toll on your body. From avoiding eye strain and tension neck syndrome to passing on those extra calories that co-workers leave invitingly on their desks, experts give WebMD 10 tips that will help you stay healthy and in shape at work.

1. The snacks that your co-workers so nicely place on their desk can add a few hundred calories to your daily diet if you're not careful, and they can leave you with unwanted pounds if you help yourself day after day.

"If it's out of sight, it's out of mind, so if you know someone has a candy dish on their desk, walk around his or her desk so you don't feel the temptation," says Dawn Jackson, a registered dietitian and spokeswoman for the American Dietetic Association. "Take a break, get a breath of fresh air, and skip the candy. Or, if you are hungry, have fruit at your desk, like cherries or grapes."

Three out of five Americans are overweight, explains Jackson, which means there is likely more than one person in your office who is dieting.

"In most offices, people are trying to lose weight, so go in with people and get fruit bowls instead of candy bowls," says Jackson. "And see if you can get people to replace their candy bowls with something healthier."

2. Drinking an adequate amount of water -- eight to 10 glasses every day -- can help keep you hydrated. Many foods are also good sources of water; fruits like oranges, grapefruit, grapes, watermelon, and apples can help keep you healthy and hydrated.

3. One of the most important things you can do during the day to stay healthy and in shape is to exercise.

"Walking during lunch is a great idea," says Jackson. "Not only are you burning calories, but you're de-stressing and refreshing."

Jackson recommends you find a walking partner whom you can depend on for a daily walk -- someone who will drag you out even if you claim you're too busy. If you really can't get out during lunch, park farther away than you normally do so you have a short walk to work in the morning and evening, or make it a habit to take the stairs instead of the elevator.

4. Eating a healthy lunch is an important part of a balanced diet. But eating reasonable portions is an important part of your health.

"Eat a healthy lunch at work, but also practice portion control so you aren't consuming too many calories and then sitting in a chair all afternoon," says Jackson. "Many times, it's not that you are eating unhealthy food, it's just that you are eating too much."

For instance, Jackson explains that pizza isn't inherently bad, it's just that a person will eat three or four slices too many, and that's where the problem lies. Instead, share a large slice of piece of pizza with a co-worker, and then eat a salad that's packed with veggies.

5. Tension neck syndrome (TNS) can occur when the neck and upper shoulders are held in a fixed, awkward position for long periods of time, according to the National Institute of Environmental Health Sciences. It can happen to people in the workplace who talk on the phone for a most of the day or type a lot.

6. Eyestrain is another problem that can be encountered in front of a computer. It can cause headaches, difficulty focusing, and increased sensitivity to light, according to the University of Melbourne.

To prevent eyestrain, Hedge tells WebMD, "The distance to the screen from your eyes should be about an arms length away. You should also be able to comfortably read what's on your screen at that distance, without having to squint."

If you can't read your screen from an arm's length away, simply increase the font size on your computer.

7. A healthy tip that all of us want to hear is that vacations are an important part of staying healthy at work.

"It's very beneficial to get away for a long vacation that will help you recharge your 'batteries,'" says Jonathan Kramer, a clinical psychologist and president of Business Psychology Consulting. "Vacations help reduce stress and get your mind off work, especially if you're having a conflict, such as a problem with your boss, a co-worker, or a project."

Stress can impair your immune system, increasing the risk of illness, explains Kramer, so minimizing it is essential -- and fortunately, vacations are just the way to do that.

8. Another way to stay healthy at work is to avoid long stretches of long days.

"Occasionally, people focus on the task at hand and getting a project done, and they aren't aware of the impact it's having on their health," says Kramer. "They may not be aware of it until the stress is at a really high level, and it's affecting their relationships and their moods."

This, explains Kramer, is another type of stress, commonly referred to as burnout. Burnout can also impair a person's immune system, as well as interfere with sleep and their ability to concentrate.

9. Your keyboard, mouse, and phone can harbor thousands of germs that are just waiting to make you sick. So get out the disinfectant.

7. Simple ways to save money



An online savings account is a great way to grow your money faster. Unlike a transaction account, you can't spend money directly from a savings account. So it's harder to dip into your savings.

Automate your savings

Transfer part of your pay into your savings account. Ask your employer to do this for you, or set up a transfer from your transaction account. This way, you're saving without having to think about it.

Round-up transactions

Some savings accounts or apps let you round-up your daily spending to the nearest \$1 or \$5. The change then goes into your savings account.

For example, James buys a coffee before work each morning:

- The coffee costs \$4.50.
- His transaction account is charged \$5.
- 50 cents goes into his online savings account.

This adds \$10 a month to his savings.

Look for ways to reduce spending

Look at your expenses to see what you can change or where you could get a better deal. It may surprise you how little things add up.

Find quick wins

Go through your bank or credit card statements for the last two months. Look for anything that isn't essential. This could be things like subscriptions or memberships you don't use much.

Reduce your grocery bills

To reduce your grocery bills:

- Plan ahead – plan meals weekly, including lunches and snacks. Check your pantry, fridge and freezer. Make a shopping list and only buy what you need.
- Meal prep – prepare meals or ingredients in advance. Freeze extras for later.
- Shop online – stick to your list and see what you're spending as you go. Click and collect to avoid a delivery fee.
- Buy on special – look for cheaper brands. Frozen vegetables are nutritious and may cost less than fresh.
- Compare unit prices - check the unit price (for example, the price per 100g) under the main price. Then compare the price and value of similar products.
- Go seasonal – save by buying fruit and vegetables in season, shop at your local fresh market or grocer.
- Eat less meat – try to buy meat when marked down at end of day. Or go to your local butcher. Plan some meat-free meals.
- Buy in bulk – buy staples (like rice, oats, flour) when marked down. Or buy bulk amounts with your neighbours or friends.
- Grow it yourself – get your family involved in making a herb or vegetable garden together.

Reduce your electricity bills

To reduce your electricity consumption and your bill:

- Heating and cooling – only heat or cool the room you're using. Open or close blinds to help control the temperature inside. Adjust your air conditioner to an energy-efficient

setting. Block draughts to avoid leaking heat (for example, put a door snake against the door).

- Laundry – run your washing machine with a full load. Use cold water in your machine where possible.
- Appliances – use energy-efficient appliances or lights, if you can. Try to use appliances outside peak times when tariffs are lower (check your bill to see when it's cheaper).
- Turn off when not in use – turn off 'vampire appliances' at the wall, to avoid wasting energy. These include gaming consoles, anything with 'standby mode', and phones at full charge.

Swap to cheaper options

- Gym memberships – look for no-cost classes or running groups in your local area. Or try free online workout videos or fitness challenges.
- Streaming services – choose one and cancel the rest. Use free streaming channels or apps.
- Food delivery – try creating a take-out meal yourself at a lower cost.
- Eating out – instead of eating at a restaurant, have a picnic or BBQ at the beach, park or someone's house.
- Holidays – consider holidays with no air travel, like camping or day trips from home.
- Transport – try car-pooling or ride your bike instead of taking public transport.

Shop around for better deals

- Electricity and gas – compare energy suppliers to get the best deal. Use the Government's Energy Made Easy website. Or Victorian Energy Compare, if you're in Victoria.
- Insurance – when it's time to renew, compare premiums with other providers. See if your insurer will match a quote from another provider. Ask for a discount when you group your policies (like car and home). For tips, see choosing car insurance or home insurance.
- Internet and phone – review your monthly usage over a 12-month period and find a plan that suits your needs. You could be paying for more than you use, so look for cheaper options. Ask your provider to give you a better deal to stay.

Conclusion

Incorporating simple life hacks into daily routines can be transformative for working professionals in Melbourne. By making small yet meaningful adjustments, like organizing tasks, planning meals, and setting aside time for self-care, individuals can create a more efficient and enjoyable work-life balance. These hacks not only help save time and reduce stress but also enhance overall productivity and well-being. Ultimately, adopting these practices encourages a proactive approach to managing both work and personal life, empowering individuals to thrive in their careers without sacrificing their personal happiness. With a few mindful changes, working professionals can navigate daily demands with greater ease, making way for a more fulfilling and balanced lifestyle.

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