**Top 5 Tips for Being Productive When You Feel Burnt Out**

On the days you feel lazy or burnt out, trying to be productive can feel impossible. At the closing of those days, you may also feel even worse about not accomplishing anything significant, thus leading to more consecutive burnout days. While pulling yourself out of those funks can be difficult, doing so will benefit you in the long run.

Here are five tips to help you be more productive, even when you feel burnt out.

## 1. Create an Action Plan

For burnout days, it’s important to have an action plan in place. Is there some type of activity you can do or a person you can call to hold you accountable? Whether it’s adding an extra shot of caffeine to your morning coffee or tea, or calling your best friend so they can yell at you to get out of bed, it’s important to have something set in stone as a backup plan.

Beyond that, your action plan should include any non-negotiable important tasks you need to get done. Prioritize what needs to be done and get those out of the way first. By doing this, your day can go much quicker and you can go back to lounging around.

## 2. Focus on the Positives

Burnout can get pretty gnarly sometimes. When that happens, it’s important to end your day thinking about what you did get done. If you focus on the positives of the day, you’re less likely to wake up in the morning and repeat the day over again.

## 3. Limit Distractions

Whether you’re at home or work, try to limit distractions as much as possible. At work, you may do this by closing your office door or putting in headphones, and listening to a calming playlist. At home, you may consider playing upbeat and uplifting music or laser focusing on one task at a time.

## 4. Ask For Help When Needed

In some cases, you may need to ask someone to help you. At work, this could be your work partner or colleague. At home, this could be a spouse or other family member. Delegate where you can and lessen your workload so the day doesn’t feel as overwhelming.

## 5. Set Realistic Goals

On the days you wake up with burnout, it’s best to limit your goals for the day. While you may strive for bigger goals on motivational days, it’s best to lessen your expectations on days you don’t feel completely there.

By setting realistic goals, you’re more likely to accomplish more and less likely to carry your burnout into the following workday.