**Being Productive in the Digital Era**

Electronic technology is an ever-evolving product and it’s easier than ever to get swept up in it. Once you get sucked into the internet wormhole, it’s difficult to maintain productivity at work or at home. However, as difficult as it may be, it isn’t impossible to stay productive in the digital era.

Let’s explore exactly how you can maintain healthy productivity levels in the digital era.

## Limit Internet Distractions

While you’re working, it may have become a habit to have your social media sites running in the background. After all, how harmless can periodic wall checks be if you’re still completing your designated tasks?

Although it may not seem like a major chunk of your time, the average American spends roughly [1,300 hours](https://www.forbes.com/sites/petersuciu/2021/06/24/americans-spent-more-than-1300-hours-on-social-media/?sh=43c4f1602547) on social media per year. While that number doesn’t necessarily reflect work time, a good chunk of it can be attributed to social media use during work hours.

## Use Social Media to Your Advantage

On the other hand, social media can actually give you a leg up in your work. As technology and social media progress and evolve, more companies are turning to social media as a form of advertising. For people who enjoy spending time on social media, a job in social media marketing may fit them well.

## Maintaining a Solid Routine

While routines are a general productivity rule, the implementation and following of a solid routine can be incredibly effective at limiting excessive social media use. Throughout your day, you can incorporate a designated time to peruse social media, usually after completing important tasks, which gives you something to look forward to.

Having that social media time to look forward to makes completing hard, and sometimes cumbersome, tasks a little less daunting.

## Digitize Your To-Do Lists

Another important component to being productive in the digital era is to embrace the change. Electronic usage isn’t going to go away any time soon, so using technology to your advantage is key. Instead of having eight different notebooks or other products to keep track of the various aspects of your life, you can compile it all into one spreadsheet or app.

Technology doesn’t have to be the enemy of productivity. Instead, we should embrace what has come to fruition and learn how to utilize it in a way to cater to productivity.