

## Health Tips

You cannot be productive if you are unhealthy and unfit. A lack of focus on any aspect of health, be it physical, mental or spiritual will have an impact on your productivity and affect your work. With this in mind, it is necessary to take care of ourselves if we wish to remain productive.

As Muslims, we believe that our bodies have been entrusted to us by Allah and we are obligated to take care of ourselves. These tips will help you stay mentally, spiritually and physically fit enough to stay productive:

### 1. Recite Qur'an daily

The Qur'an is our connection with Allah and the best source of motivation and inspiration. Make time daily for reciting Qur'an with reflection and understanding and you will experience a steady level of spiritual health and inner peace, which fuels productivity.

### 2. Start the day with Fajr on time

Fajr time is beautiful and blessed. The world is silent and still, and you can feel Barakah around you. Praying Fajr on time starts your day on the right note, plus the time after Fajr is blessed. You will find that you will get more done in a day when your Salah is performed on time with concentration and understanding. This is one of the best ways to get the Barakah in your time.

### 3. Get enough sleep

Each human is unique in this area. The average person needs between six to eight hours sleep to stay productive. Less than that makes them groggy while more than that makes them lazy. However, there are some people who don't need that much time to sleep. Each person is different and knows their own needs and limits. (And if you don't know, you should figure it out)

Work out how much sleep you need daily and make sure you get it by going to bed early each day. You will feel better, more alert and productive and will definitely get more done each day.

### 4. Eat moderately

The Hadiths on this topic are very clear. Overeating is one of the major causes of laziness, so to stay productive we must eat moderately. Have a healthy breakfast and moderate lunch and dinner, and avoid too many sugary snacks between meals. It is also important to drink plenty of water. This may sound simple but it goes a long way to maintaining alertness and productivity on a daily basis.

## 5. Take a break whenever you need one

Your mind and body know when they can't go on. Don't overexert yourself. You will produce poor quality work and take more time to do it if you are groggy or tired. Take a five minute break every hour to stretch your legs, drink some water, or do some breathing exercises. Have a power nap for ten or twenty minutes once a day if you feel the need for it, and avoid working after hours if you can. Your body and mind need a break to function at their best.

## 6. Relax and don't stress

A lot of our health is based on how we feel about ourselves. Stress and anxiety are major causes of illness and laziness. I am writing a separate book on Stress Management, inshaa Allah. However, to summarize the main message, stressing about anything doesn't solve the problem, it just creates additional problems. Instead of stressing about it, be solution focused and learn to accept that this world isn't perfect and everybody has bad days. Don't allow a hiccup in your plans to derail your productivity, as the time and energy wasted stressing and worrying cannot be regained.

## 8. Recognize your mood and work accordingly

Everybody has bad days and good days, times of the day when we are energetic and times of the day when we are tired. On your good days, maximize that energy and get more done than usual so you can afford to do less work on bad days. Likewise, during the day get your most creative work done during energetic times and leave the easy and boring work for times when your energy is low. This way you maintain a balance and keep yourself from burning out.

## 9. Maintain healthy relationships with loved ones

A problem in your family life can make it very difficult to concentrate at work and be productive. We all need happy fulfilling relationships to function at our best. If you have a spouse or children, make sure that you spend quality time with them, and use the positive emotions you experience during these times to fuel you to do your best at other times. A happy family life leads to productivity in the workplace, so do your best to maintain a happy home.

## **Barakah Tips**

Finally, a book entitled Getting the Barakah should end with a summarized list of ways to earn Barakah in our time, so here are some primary methods for getting the Barakah:

### 1. Establish the Five Daily Prayers

If you are not praying five times a day, you cannot expect Barakah in your time. Praying five times a day is the primary act of worship required from us as servants of Allah, and if we neglect this duty, we should not expect Barakah in other aspects of our lives.

## 2. Pray for Barakah

If you want Barakah in your time, then just like any other gift from Allah, you need to ask Allah for it. Ask Allah daily in your private duas for Barakah in your time, effort, wealth, health and efforts. A sincere dua does not go unheard.

## 3. Utilize the early morning hours

The last one third of the night and the early hours of the morning are times which are full of Barakah. Try it out one day, wake up for Tahajjud and then work on some of your most important tasks after Tahajjud and Fajr. You will notice that you will be able to get more done in less time due to the blessings that Allah has placed in this time.

## 4. Keep your earnings, spending, food and goals Halal

For any prayer to be answered, it must be made by someone who has not tainted his wealth or food with that which Allah has prohibited. Strive your best to earn Halal wealth, spend it properly, purchase only Halal food, and set noble goals. If you do so, you will earn Barakah from Allah.

## 5. Give a lot of Charity (Sadaqah)

Many of us know that the way to increase the Barakah in our wealth is to spend it on others. The same applies to our time. Volunteer your time for noble causes and you will find yourself with extra time to chase your goals. As the more wealth you give others, the more Allah gives you. Likewise, the more time you spend on others, the more Allah blesses your time.

## 6. Be grateful for what you have

Allah tells us in the Qur'an:

وَإِذْ تَأْتِيَنَّكُمْ رِزْقٌ لِّئِنْ شَكَرْتُمْ لَأَزِيدَنَّكُمْ وَلِئِنْ كَفَرْتُمْ إِنَّ عَذَابِي لَشَدِيدٌ

“And remember when your Lord proclaimed, if you are grateful, I shall give you more, and if you are ungrateful then my punishment is severe,”<sup>1</sup>

This means that increase in anything is linked to how grateful we are to Allah for granting us that thing. So if we want Barakah in our time, we must be grateful to

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<sup>1</sup> Surah Ibrahim 14:07

Allah for the time He has already blessed us with, instead of complaining about what we don't have. The formula is simple and applies to any area of life: gratitude leads to increase, and complaints lead to decrease.