

# Simple Productivity

CHECKLIST

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## **Create the right mindset**

- ☐ Neural pathways
- ☐ Mindfulness
- ☐ Complete mental exercises
- ☐ Remember that your mind is your best tool

## **Mediation**

- ☐ Many benefits
  - ☐ reduce stress
  - ☐ lower blood pressure
  - ☐ returns the body to homeostasis
  - ☐ lower cortisol levels
- ☐ Tips for mediating
  - ☐ take long and slow breaths
  - ☐ combine it with yoga
  - ☐ do positive movements

## **Change your mindset**

- ☐ optimize your workspace
- ☐ keep a checklist
- ☐ identify mood shifts
- ☐ eat healthier at work
- ☐ gather self-awareness

## **Create a system that works for you**

- ☐ create your own routine
- ☐ trial and error approach
- ☐ tweak routine as you go
- ☐ research organizational techniques
- ☐ identify your strengths and weaknesses
- ☐ reflect on your feelings
- ☐ identify behaviors that are stress
- ☐ triggers manage your time better
- ☐ change behavior to fit the new routine

## **Productivity tools**

- ☐ Why do you need tools
  - ☐ outside sources help you get more
  - ☐ organized many digital tools have reminder
  - ☐ functions calendars help you track tasks
  - ☐ planners are portable
  - ☐ reflect on your tasks for the day
- ☐ Digital tools
  - ☐ computers
  - ☐ phones
  - ☐ tablets
  - ☐ smartwatches
- ☐ Tips for using a computer
  - ☐ use the calendar
  - ☐ turn on notifications for appointments
  - ☐ set reminders
  - ☐ use online notes or notepads

- Tips for using a computer
  - use the notes app
  - set reminders with music or alarms
  - use timed messages function
  - set alarms for appointments
  - sync the calendar with the computer
  - sync your calendar with other people's calendar
- Tips for using a tablet
  - download productivity apps
  - set reminders
  - set alarms
  - use the notes function
- Tips for using a smartwatch
  - sync computer calendar to the watch
  - special appointment reminders
  - checklist for daily tasks
- Tips for making a calendar
  - sync it to all devices
  - turn on automatic reminders
  - add a day to day tasks
  - add do lists
  - create organizational routines
  - medication reminders
  - reminders to eat or drink water
- Non-digital tools
  - planners
  - written calendars
  - highlighters
  - colorful pens
  - notepads

## Starting the night before

- Planning the night before
  - meal prep
  - set coffee pot to start
  - prep water bottles
  - pick out clothes
  - layout planner and supplies
  - check goals for the next day
- Nighttime routine
  - helps you get ready for bed
  - allows your brain to know it's time to sleep
  - improves sleep
  - reduces stress
  - helps you unwind from work
- Tips for nighttime routine
  - drink tea
  - meditation
  - yoga class
  - read a book
  - take a bath or shower
  - clean workspace
  - prep for the next day
  - eat a healthy dinner
- Importance of good sleep achieves
  - better mental clarity helps you
  - get focused brain sorts
  - memories prunes neural
  - pathways connects solutions
  - to problems brain waves slow
  - brain activity decreases

- Sleep resets the body
  - better digestion
  - improved circulation
  - improved respiration
  - regulates your metabolism
  - breathing is deep and full
  - muscles relax
  - regulates hormones
  - cortisol drops
  - melatonin increases
  - helps your immune system

## **Creating productive mornings**

- Morning routines
  - just as important as night routines
  - switches your brain from one activity to
  - another helps your body get ready for the day
  - helps you feel in more control
- Tips for morning routines
  - add movement
  - do mediation or yoga
  - wake up 30 minutes earlier
  - stretch
  - do a skincare routine
  - eat breakfast
  - say affirmations in the mirror
- Morning routine at work
  - check calendar
  - create a to-do list for the day
  - sort tasks and projects
  - update planner

## **Eating the frog**

- How to eat the frog
  - start work immediately
  - don't procrastinate
  - organize projects by difficulty
  - do the hardest tasks in the morning
- Morning tasks
  - hard tasks in the morning help you to focus
  - finish one hard goal before lunch set up
  - the goal the night before
  - morning hours are more productive
  - focus on one task at a time
  - gets unpleasant tasks out of the way

## **Taking breaks**

- Importance of breaks
  - short breaks help you focus better
  - attention span is less fragile
  - time your tasks
  - take breaks accordingly
  - take breaks every time you finish a
  - task use the buddy method eat during
  - breaks to refuel

## Focus and thrive

### ☐ Focus

- ☐ utilize your systems
- ☐ adjust plans to focus better
- ☐ don't be too hard on yourself
- ☐ take the unexpected changes

### ☐ Thrive

- ☐ don't fear new tasks
- ☐ give room for the journey
- ☐ practice self-awareness
- ☐ quit when something is hurting you
- ☐ prepare for success

### ☐ Tips

- ☐ take deep breaths
- ☐ take each day as it comes
- ☐ be aware of your feelings
- ☒ follow your routines