SIMPLE
PRODUCTIVITY

Checklist

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
    - mediation
    - 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