

SIMPLE PRODUCTIVITY

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

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

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
- Tips for making a calendar
 - checklist for daily tasks
 - 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 meditation 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

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

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

SIMPLE PRODUCTIVITY

1. Create the right mindset

- 1.1. Neural pathways
- 1.2. Mindfulness
- 1.3. Complete mental exercises
- 1.4. Remember that your mind is your best tool

2. Meditation

- 2.1. Many benefits
 - 2.1.1. reduce stress
 - 2.1.2. lower blood pressure
 - 2.1.3. returns the body to homeostasis
 - 2.1.4. lower cortisol levels
- 2.2. Tips for mediating
 - 2.2.1. take long and slow breaths
 - 2.2.2. combine it with yoga
 - 2.2.3. do positive movements

3. Starting the night before

- 3.1. Planning the night before
 - 3.1.1. meal prep
 - 3.1.2. set coffee pot to start
 - 3.1.3. prep water bottles
 - 3.1.4. pick out clothes
 - 3.1.5. layout planner and supplies
 - 3.1.6. check goals for the next day

3.2. Nighttime routine

3.2.1. helps you get ready for bed

3.2.2. allows your brain to know it's time to sleep

3.2.3. improves sleep

3.2.4. reduces stress

3.2.5. helps you unwind from work

3.3. Tips for nighttime routine

3.3.1. drink tea

3.3.2. meditation

3.3.3. yoga class

3.3.4. read a book

3.3.5. take a bath or shower

3.3.6. clean workspace

3.3.7. prep for the next day

3.3.8. eat a healthy dinner

3.4. Importance of good sleep

3.4.1. achieves better mental clarity

3.4.2. helps you get focused

3.4.3. brain sorts memories

3.4.4. prunes neural pathways

3.4.5. connects solutions to problems

3.4.6. brain waves slow

3.4.7. brain activity decreases

3.5. Sleep resets the body

- 3.5.1. better digestion
- 3.5.2. improved circulation
- 3.5.3. improved respiration
- 3.5.4. regulates your metabolism
- 3.5.5. breathing is deep and full
- 3.5.6. muscles relax
- 3.5.7. regulates hormones
- 3.5.8. cortisol drops
- 3.5.9. melatonin increases
- 3.5.10. helps your immune system

4. Eating the frog

- 4.1. How to eat the frog
 - 4.1.1. start work immediately
 - 4.1.2. don't procrastinate
 - 4.1.3. organize projects by difficulty
 - 4.1.4. do the hardest tasks in the morning
- 4.2. Morning tasks
 - 4.2.1. hard tasks in the morning help you to focus
 - 4.2.2. finish one hard goal before lunch
 - 4.2.3. set up the goal the night before
 - 4.2.4. morning hours are more productive
 - 4.2.5. focus on one task at a time
 - 4.2.6. gets unpleasant tasks out of the way

5. Focus and thrive

5.1. Focus

5.1.1. utilize your systems

5.1.2. adjust plans to focus better

5.1.3. don't be too hard on yourself

5.1.4. take the unexpected changes

5.2. Thrive

5.2.1. don't fear new tasks

5.2.2. give room for the journey

5.2.3. practice self-awareness

5.2.4. quit when something is hurting you

5.2.5. prepare for success

5.3. Tips

5.3.1. take deep breaths

5.3.2. take each day as it comes

5.3.3. be aware of your feelings

5.3.4. follow your routines

6. Taking breaks

6.1. Importance of breaks

6.1.1. short breaks help you focus better

6.1.2. attention span is less fragile

6.1.3. time your tasks

6.1.4. take breaks accordingly

6.1.5. take breaks every time you finish a task

6.1.6. use the buddy method

6.1.7. eat during breaks to refuel

7. Creating productive mornings

7.1. Morning routines

7.1.1. just as important as night routines

7.1.2. switches your brain from one activity to another

7.1.3. helps your body get ready for the day

7.1.4. helps you feel in more control

7.2. Tips for morning routines

7.2.1. add movement

7.2.2. do mediation or yoga

7.2.3. wake up 30 minutes earlier

7.2.4. stretch

7.2.5. do a skincare routine

7.2.6. eat breakfast

7.2.7. say affirmations in the mirror

7.3. Morning routine at work

7.3.1. check calendar

7.3.2. create a to-do list for the day

7.3.3. sort tasks and projects

7.3.4. update planner

8. Productivity tools

8.1. Why do you need tools

8.1.1. outside sources help you get more organized

8.1.2. many digital tools have reminder functions

8.1.3. calendars help you track tasks

8.1.4. planners are portable

8.1.5. reflect on your tasks for the day

8.2. Digital tools

8.2.1. computers

8.2.2. phones

8.2.3. tablets

8.2.4. smartwatches

8.3. Tips for using a computer

8.3.1. use the calendar

8.3.2. turn on notifications for appointments

8.3.3. set reminders

8.3.4. use online notes or notepads

8.4. Tips for using a computer

8.4.1. use the notes app

8.4.2. set reminders with music or alarms

8.4.3. use timed messages function

8.4.4. set alarms for appointments

8.4.5. sync the calendar with the computer

8.4.6. sync your calendar with other people's calendar

8.5. Tips for using a tablet

8.5.1. download productivity apps

8.5.2. set reminders

8.5.3. set alarms

8.5.4. use the notes function

8.6. Tips for using a smartwatch

8.6.1. sync computer calendar to the watch

8.6.2. special appointment reminders

8.6.3. checklist for daily tasks

8.7. Tips for making a calendar

8.7.1. sync it to all devices

8.7.2. turn on automatic reminders

8.7.3. add a day to day tasks

8.7.4. add do lists

8.7.5. create organizational routines

8.7.6. medication reminders

8.7.7. reminders to eat or drink water

8.8. Non-digital tools

8.8.1. planners

8.8.2. written calendars

8.8.3. highlighters

8.8.4. colorful pens

8.8.5. notepads

9. Create a system that works for you

9.1. create your own routine

9.2. trial and error approach

9.3. tweak routine as you go

9.4. research organizational techniques

- 9.5. identify your strengths and weaknesses
- 9.6. reflect on your feelings
- 9.7. identify behaviors that are stress triggers
- 9.8. manage your time better
- 9.9. change behavior to fit the new routine

10. Change your mindset

- 10.1. optimize your workspace
- 10.2. keep a checklist
- 10.3. identify mood shifts
- 10.4. eat healthier at work
- 10.5. gather self-awareness