

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
 - 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