



To-do list for effective thinking



Our thinking is a direct help in achieving goals. Everyone around us shouting about how it is important and cool to achieve goals, but no one is talking about how to do it effectively and in the long term!

What is it?

Where our thoughts are, there is our **energy** and **focus of attention**. Often, our thoughts fly in some kind of fears, such as: fear of change, fear of a better life and fear of a new one (unknown), leaving the comfort zone, ineffective lifestyle, consent to less. This all **clogs** our brain and **can limit** as well as **stop us**.

Everything is called **effective** that brings the maximum desired result. Our ideas, goals and dreams must have a chain of deliberate **tasks**. The skill of effective thinking helps to process all thoughts and all information in the head **faster**, **easier** and **more logical**.

How to think productively?

- ⚙️ **Plan your day in the evening.** Before each **task**, ask yourself: Why am I doing this? Does it bring me closer to my goal?
- ⚙️ **Start your morning pages.** This is a writing of your thoughts right after waking up. **It is important** not to analyze and not think, but to write whatever comes to mind. **It helps to cope** with chaos in the head, insecurity and fears.
- ⚙️ **Introduce the right habits into your life.** For example: getting up early, reading a book for 20 minutes in the morning and evening, filling out a journal of gratitude and achievements.



⚙️ **Meditate.** Meditations help **improve** concentration, relax, and clear your mind of unnecessary thoughts. And to an empty space, a new one comes.

⚙️ **Track your mood.** When **emotions** take over, we can make irrational decisions. We **get angry** and **upset** from

scratch sometimes without even noticing it. Self-tuning is very important for our mental state. **Tip:** Check your mood every **30 minutes** by writing down the current emotion. Continue doing this for **7 days**. Then **analyze** and it will be possible to **assess** your mental state.

⚙️ **Write down the progress of your work, study, development.** Sometimes, we get used to the daily routine so much that we feel as if we are **standing in one place** and **not moving**. Therefore, you need to **evaluate** the progress of your work / study / development on a **weekly basis**.

⚙️ **Wake up 3 hours before work / school.** Today, everyone has a number of different tasks **that are important** to complete and not postpone. If you **stick** to the habit of getting up early, then you will have much **more time** and motivation to do everything, thereby increasing your efficiency.



⚙️ **Train your brain.** **Productivity** and **success** in life directly depends on the activity of the brain. Our brain needs an **intellectual warm-up**. If our brain is **not trained** daily, then difficulties with memory, motivation, performance and your progress will appear.



- ⚙️ **Communicate outside your normal social circle.** Communication with new people is always **the activation** of new neural connections. This will help bring out new **thinking** and new **ideas**.



Tasks

- ⚙️ **Remember your most active and inactive hours of the day:**

- ⚙️ **Determine the number of hours per day that you can devote to activities that bring you to your goals:**

- ⚙️ **Think about what you can do and what skills you have:**

⚙️ What is your favorite thing to do? What have you already excelled at?:

⚙️ Write down all the skills you have:

⚙️ How and where can you use them now?:



⚙️ List the skills you have long wanted to learn:

⚙️ Where and how can you learn this ?:

⚙️ What will you do today to be better tomorrow?:

⚙️ Your insights:



Useful thinking habits

Everyone **wants to learn** something **faster** and **more efficiently**: learn and speak foreign languages, learn a new profession or get a high position. Constantly **increase** your value and **expand** your capabilities. So how do you learn and master new skills **faster** thanks to daily habits?

- ⚙️ **Diversify the acquisition of skills.** Do not go into the same routine and do not repeat the same thing over and over again. Try reading a book while standing or writing with your left hand, or maybe listen to a podcast not with headphones, but through a laptop. **Experiment** and **change** your approach to learning every time.
- ⚙️ **Keep your brain always in tone.** Negative emotions and fears **make our brain work slower**. Instead, sign up for courses, master classes, start reading a new book, or study a new field. The more you learn, **the more opportunities** you have for yourself and **new ideas**. Having received a new portion of knowledge and experience, you will **reboot** and **begin to** implement new projects.
- ⚙️ **Learn foreign languages.** By memorizing foreign words, you **stimulate** several different parts of the brain at once.
- ⚙️ **Daily walking and sports activities.** Physical activity is very closely related to our **thinking** and **stimulates** blood circulation throughout the body. It **helps** to feel in a resource, cheerful, energetic and active.
- ⚙️ **Mental activity.** These are mind, spirituality, breathing and thoughts. Surround yourself with **things** and **people** that energize you.



Make these things a **part** of your daily routine. They will make you **happier** and **inspire** new achievements.



- ⚙️ **Listen to classical music.** The positive effects of classical music are **endless**. It helps to **relax** as well as during meditation, improves sleep, memory, productivity and mental capabilities.

Top 5 books about effective thinking

- ⚙️ **John Middleton: Upgrade your brain. Boost Your Memory, Think More Clearly, and Discover Your Inner Einstein.**

The book talks about how to **think effectively**, how to **improve your memory** and how to **use your full potential**.

- ⚙️ **Charles Phillips: Logical Thinking: 50 Brain-Training Puzzles to Change the Way You Think.**

A book designed to **train the brain** to find quick and effective solutions, even in the most confusing situations.

- ⚙️ **Dan Roam: The Back of the Napkin.**

A book that offers in a new way, with the help of simple drawings, to look at **the way of posing** and **solving** a variety of problems.

- ⚙️ **Michael Michalko: Thinkertoys: A Handbook of Creative-Thinking Techniques.**

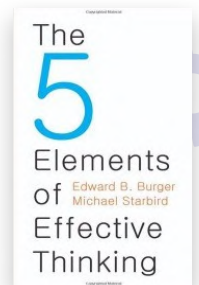
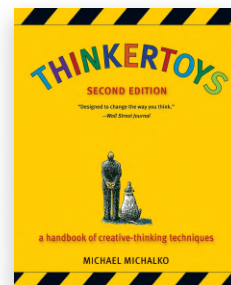
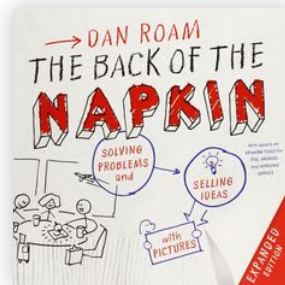
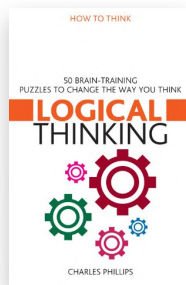
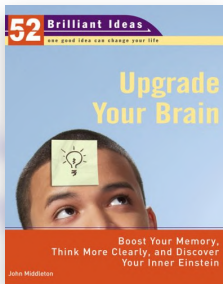


A book that will help you **get out of situations** and teach you to **think outside the box**.

- ⚙️ **The 5 Elements of Effective Thinking.**

Book presents practical, lively, and inspiring ways for you to become more successful.

The idea is simple: You can learn how to think far better by adopting specific strategies. Brilliant people aren't a special breed - they just use their minds differently.



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⚙️ We will remind about us every time!

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Success tracker

Useful habit in 30 days

I 30 days

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Tracker of useful habits for thinking

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