

## *Healthy Productivity Habits*

### 1) DEFINING YOUR WHY-POWER:

### 2) FOCUSING ON YOU!

- ▶ Name at least 2 things you do in the morning that show YOU are a priority:

1. \_\_\_\_\_

2. \_\_\_\_\_

### 3) GETTING INSPIRED

- ▶ Name at least 2 ways you are keeping inspired/motivated regularly. Podcasts? Books? Documentaries? Coaches? Exercise?

1. \_\_\_\_\_

2. \_\_\_\_\_

### 4) CREATING A RITUAL

- ▶ What environment or mood can you create that would indicate to your mind/body it's time to get work done? (ex: candles, clean space)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### 5) CREATING A SYSTEM

- ▶ What time(s) are you scheduling to check your email? Social Media? Other?
- ▶ Check the box if you stuck with it today.

☐ **Inbox:** \_\_\_\_\_

☐ **Social Media:** \_\_\_\_\_

☐ **Other:** \_\_\_\_\_

## 6) LIST YOUR ACTION ITEMS (A.K.A. YOUR TO-DO LIST)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

## 7) CATEGORIZE THE ACTION ITEMS BASED ON THE EISENHOWER DECISION MATRIX

### URGENCY

|  |                  | HIGH | LOW |
|--|------------------|------|-----|
| I<br>M<br>P<br>O<br>R<br>T<br>A<br>N<br>C<br>E | H<br>I<br>G<br>H |      |     |
|  | L<br>O<br>W      |      |     |

## 8) RE-CREATE YOUR LIST WITH A SELECT FEW HIGH PRIORITY ACTION ITEMS

- ▶ **BONUS TIP:** get more specific. What exactly needs to be done? Break it down into smaller tasks. By when will it be done?
- ▶ **BONUS TIP:** place a **star** next to the items that need be done before noon; these are the items requiring the most attention/energy.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## 9) SCHEDULING BREAKS

- ▶ What times are you scheduling breaks today? What will you do during the break? Check the box if you stuck with it today.

- ☐ **Break #1:** \_\_\_\_\_
- ☐ **Break #2:** \_\_\_\_\_
- ☐ **Break #3:** \_\_\_\_\_

## 10) HONOURING ACCOMPLISHMENTS

- ▶ Record items that have been completed here. Also add any other accomplishments unrelated to the goals.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**\*ADD YOUR OWN PERSONALIZED NOTES HERE:**