

10 Productivity Hacks to get Sh*t done.

You don't need more time. You need a plan.





Thank you for downloading my free Productivity hacks to get Sh*t done checklist. If you find yourself wanting to do more, but not finding the time to do it, this is just for you! I offer practical guidelines, and I know if you commit to adding some of these tips to your daily life, you will find more time for designing and living the life you are meant to live.



Starting out is hard. Pick one or two things you can start doing right away, and gradually add more.



1. To make the most of your day, you need to have a plan ahead of time. Look at your obligations for the week and make notes of what are your most important priorities. Each night, go through your priorities and carry over any you were unable to complete. Pick 3 of the most important priorities and ***schedule*** them on your calendar. Tasks that are scheduled have a better chance to get done. You won't have to "feel like it" when you look at your To Do List.



2. Set your alarm, and **DON'T HIT SNOOZE!** If you are tempted to hit the snooze button, you may consider going to bed earlier the night before. Keep your promise to yourself to wake up when you say you are going to wake up.



3. Make your bed as soon as you get out of bed. This will keep you from crawling back into bed.



4. Avoid using your phone as soon as you wake up. You will become distracted and unfocused on your tasks to complete for the day.



5. Get to work. Have a set time for when you will start to work on your MVPs. If you work out in the morning, have a set time you start your workout. Having a "start time" will help keep you accountable for the things you said you were going to do. As important as it is for you to have a start time, it is also important to have a finished time. Time you "clock out". Remember, you are not a machine.



6. Write out a meal plan. Whether you are planning a meal for one or for 8 or more, having a meal plan saves time, money, and can help you feel your best. You can start on any day of the week, and use the meal plan to design your grocery list, eliminating unnecessary trips to the grocery store each week. You may start with planning only one meal each week to get started.



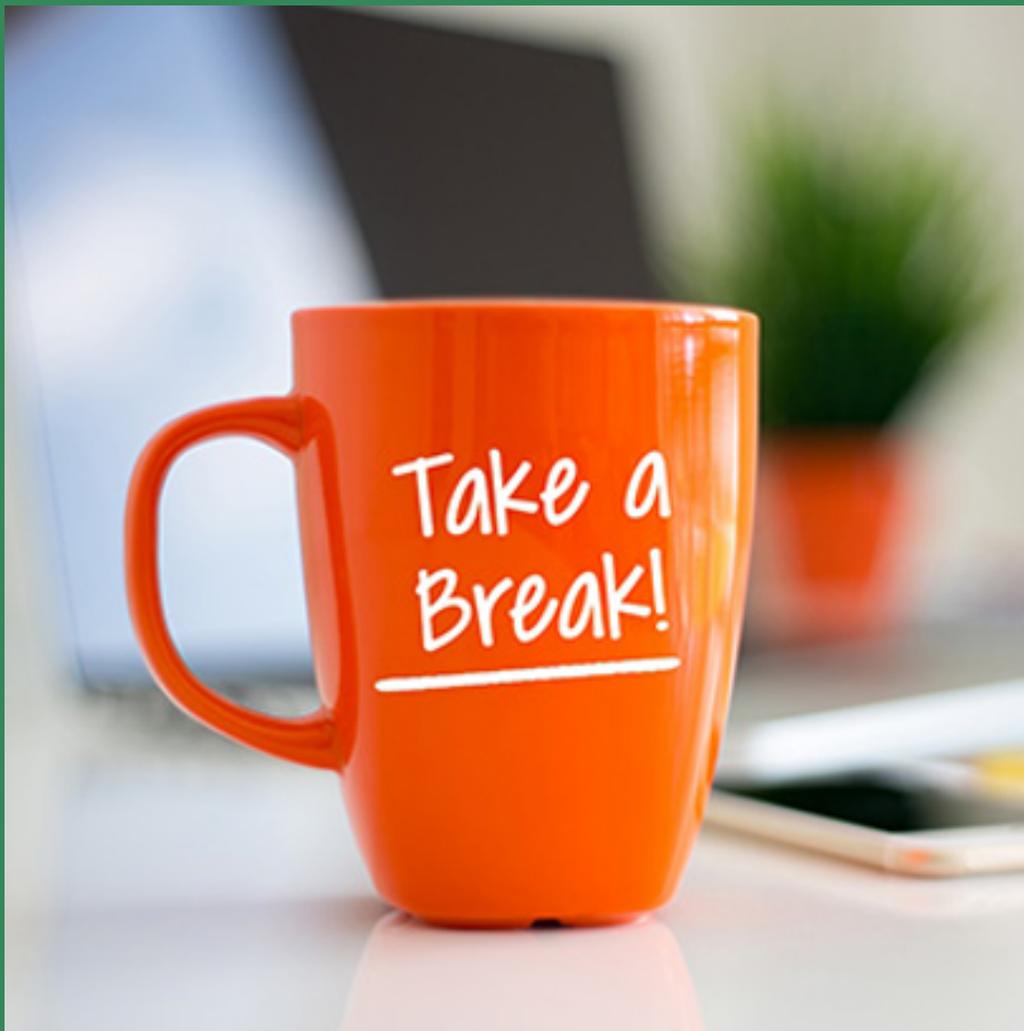
7. Delegate tasks you either don't like to do, or others can help with. Although you may be tempted to take on everything yourself (perfectionism), you will find that keeping up that schedule of doing everything will have you in burnout sooner than later.



8. Recognize your wins! At the end of the day, check off the MVPs you completed and prepare for the next day. You will be able to go to bed knowing you set your intention and did what you said you were going to do.



9. Take Breaks! So often, we are running from one thing to another, we fail to stop and sit with everything that makes up our day. Schedule a lunch for yourself, and take it. You need time to recharge!



10. Keep it simple. Life is meant to be fun! Don't take yourself so seriously and give yourself grace. Play some music. Dance. Sing. Play. Find something that will help you do the things you don't feel like doing, and do that often.



As with all other habits, you must practice these daily for them to make a difference.



Which ones will you implement right away?

