Habits for Balance & Productivity

Visualize a Productive Day

If at the end of each day you had an extra 30 minutes to yourself, how would you spend that time?

Start each day with this vision and schedule accordingly!

Tips for Balance & Productivity

Focus on you Highest-Impact Projects/Tasks

1) Make a list of all work responsibilities by project area. Refer to it weekly or prioritize. Refer to it before making a new commitment (do you really have the time or need?).
2) Now with this list in hand, ask yourself: If you could do just ONE PROJECT on that list all day, every day, what item would you do that would allow you to accomplish the most?
3) Finally, ask yourself: If you could do only TWO MORE PROJECTS on your list all day, what second and third tasks would let you accomplish the most in the same amount of time?
4) Now, what tasks are your passions and strengths? Which do you like to do the most?

Focus your efforts on the highest impact projects. Play to your passions and strengths!

Plan Ahead for a Rule of 3

At the beginning of each day mentally fast-forward to the end of the day and ask:

When the day is over, what three things will I want to have accomplished?

Fast-forward to the end of the week and ask yourself:

When the week is over, what three things will I want to have accomplished?

Clear Your Mind of Tasks and have To Do Lists

Create a real folder system for each project and add thoughts as they happen. Put the next task on a note on the front. Put the due date. Sort daily or weekly by priority.	Keep it on your phone in a note or reminder app.	Create a note file for everything (books to read, Amazon shopping list, suggested TED talks, ideas).	Put white boards up in obvious places (like the weekly meal plan on the fridge).
Put your list in your Google calendar that your spouse or partner can see (so they can help).	Carry around a notepad or journal.	Put tasks in your written calendar on the days you will do them.	Add drop dead due dates to each task.
Remove any "should" items from your lists. Focus on the "needs" and "wants".	Create a "follow up" system for emails.	Put paper next to the bed for late-night thoughts with a light up pen.	Don't add things to your list that you are not going to actually do.

Review Your Balance (Your Hot Spots)

What tasks did you accomplish this week in each of these areas?
Are you balanced?
Mind | Body | Spirit | Career | Finances | Relationships | Fun |
Environment

> *Shift your priorities the following week as needed to strive for balance.*

Seek Balance

Move Beyond Email Overwhelm

- Other people should not be in control of your time and attention.
- Set specific times to check email so you can focus on your work.
- Turn off the notifications to minimize distractions.
- Do not keep old emails in your in-box. Create archive and project folders.
- Take the time to unsubscribe or auto-junk.
- Do not start a conversation email chain. Call instead.
- Prioritize: 1) Need to do. 2) Want to do. 3) Should do.

Amp Up Your Energy Levels

- Practice optimism & gratitude
- Exercise & move
- Schedule mental rest time (Meditate/pray/calm music)
- Eat & Drink well
- Sleep
- Get outside
- Take a break/vacation

Additional Resources

The Productivity Project by Chris Bailey

Overwhelmed: Work, Love, and Play When No One Has the Time by Brigid Shulte

The How of Happiness: A New Approach to Getting the Life You Want by Sonja Lyubomirsky

The Happy Secret to Better Work by Shawn Achor:
https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work

Multitasking Is a Myth, and to Attempt It Comes at a Neurobiological Cost By Daniel Levitin:
https://www.youtube.com/watch?v=iM4u-7Z5URk