Productivity tips

Set up your workspace

Set aside a work space that's inviting for you. If you dont have the luxury of a seperate room or desk, dedicate a work space during working hours and when you're finished, clear the space and energy before moving into your evening offline.

MIT - Most Important Tasks

What are the top 3 things you need to get done today? If nothing else, what do you need to get accomplished? Write these out at the start of your day or the day before.

Take breaks

What can you do at home that will switch your mind off? You have to come down to 0 to operate at 10, which means you need some off time. What mini breaks could you include in your day that set you up for success?

- Getting a cup of tea
- Making a snack
- Watering plants
- Taking your dog for a walk/going for a walk
- Spending time doing a puzzle

Stick to a morning routine.

You can still enjoy a little later sleep in if you're working from home, but also have a think about what you can do each morning to set you up for success. Could it be:

- Going for a walk with your dog
- Journalling
- Meditation
- Cup of tea and reading the news
- A healthy and yummy breaky
- Spending 10mins on learning a new language