

There are 3 main times to think about when you want to improve your productivity routines & habits. Take into consideration your own natural rhythm and flow and work with that. It is much easier to work with what is naturally you, rather than forcing yourself to do what you think you should be doing.

MORNING

First thing, what do you do? What do you need to do? Are you a morning person? Do you need some quiet time, exercise or are you ready to get straight into work?

What are my current morning routines?

Work Days	Office Days	Days Off

What would I like my morning routines to be?

Work Days	Office Days	Days Off

What will I do to support the changes? What will keep me on track?

Work Days	Office Days	Days Off

EVENING

At the end of the day, what do you do? Preparing for tomorrow. How much time do you need to wind down. What do you need to do to wind down? Are you an evening person?

What are my current evening routines?

Work Days	Office Days	Days Off

What would I like my evening routines to be?

Work Days	Office Days	Days Off

What will I do to support the changes? What will keep me on track?

Work Days	Office Days	Days Off

TRANSITION & BREAK TIMES

This refers to the time between tasks or when you are feeling overwhelmed, stressed or just need to have a rest. What do you need to do to help yourself? Meditation, yoga, go for a walk, have a cup of coffee or tea...

What are my transition/break routines?

Work Days	Office Days	Days Off

What would I like my transition/break routines to be?

Work Days	Office Days	Days Off

What will I do to support the changes? What will keep me on track?

Work Days	Office Days	Days Off