

Streamlined Efficiency

Rhythms & Routines for Success at Work

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In today's session you will learn strategies for starting work with a positive, productive, and present mindset.



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Planners



There's promise in the pause.

You can find optimism before overwhelm.



Mindset
Strategy
Presence



Inspiration + Intention + Intuition

*Never get so busy making a living
that you forget to make a life.*



Wellbeing and work



Attention Management

Developing Routines at Work

The process

The process of ritual is formalized, done in the same way every day, and the steps are precise. A routine is not formal and may not be intentional.

The structure

Routines are more like checklists. It consists of a list of things we need to do, while rituals are a series of tasks need to completed in the same order.

The intention

With routines, people don't have to think about what comes next as they do it frequently. Rituals are usually done with feeling with a sense of purpose.

The focus

Rituals focus on the performance of the activity, while routines are more towards the completion of the activity.



Realistic ways to incorporate this
into your way

It starts with you

- *Let me just answer this real quick*
- *Mummy just needs to finish this email, one second.*
- *What do you think they meant when they wrote this?*
- *No, really...what time do we schedule this meeting?*
- *OMG if I get one more email about this, I swear!*

Email Overwhelm

What it looks like & feels like



Email: Mind over Matter



How to manage email overload in 10 mins

1. Weekly planner
2. Boomerang app
3. Timer

Show your inbox who's boss

The Tools

Show your inbox who's boss

The method

Delete



Delay



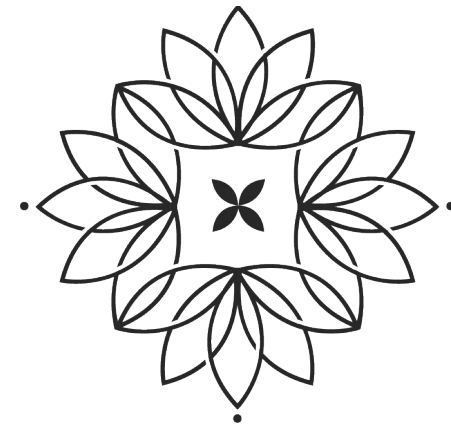
Delegate



Do



*Do you think you can pave a roadmap that
works for you so that you can **set**
meaningful intentions, and take bold
actions at work?*



P O N D E R L I L Y



To learn more

www.ponderlily.com

Thank you