



# Streamlined Efficiency



*Rhythms & Routines for Success  
at Work*

By  
Carina Lawson

TODAY

DATE

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## WELCOME!

Thank you so much for attending the Streamlined Efficiency workshop!

As promised, here's a workbook with a list of things we talked about in our workshop and some additional suggested resources.

Yes, I'm giving you lots of ideas in this handout. Remember to select what works for you and aim for continual improvement. Do what you can, with what you have, in the season that you're in.

All my best,



*Carina Lawson*

## WORKDAY ROUTINE BEST PRACTICES - AN OUTLINE

- Morning Intention
- Review Priorities
- Workday check-In
- Lunchtime Release & Refuel
- Mid-day stress buster
- End of day

## WORKDAY HABITS - EXAMPLES

- Skip email first thing in the morning
- Eat the frog (tackle something difficult when your energy is highest)
- Schedule (and take) more breaks
- "Batch" similar work together
- Set hard limits on certain activities
- Schedule your email



WHAT CAN YOU DO TO DESIGN YOUR WORKDAY IN A POSITIVE AND PROACTIVE WAY BEFORE YOU TURN YOUR COMPUTER ON?

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WHAT CHECK-INS CAN YOU THINK OF SO THAT YOU CAN CARRY OUT A MORE POSITIVE WORKDAY?

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CREATE AN ACTION / CONSEQUENCE LIST, FOR EXAMPLE:

ACTION: **Come into work 15 min earlier.**

CONSEQUENCE: *I will have more quiet time at the office, a nourishing breakfast, and I will have more energy for the whole day to tackle (insert important result here). That way, I won't have to spend late nights working on this and this leaves me more time for XYZ.*

## THE POMODORO TRACKER

Helps you use time as a “valuable ally.” You’ll be amazed at how setting a time limit for your tasks will ensure that you get them (and more) done in the allocated time.

## PICK A TIME ZONE

Not everyone is most productive first thing in the morning. For a week, test out saving your most creative work for your most productive time. See how things shift.

Further reading from Ponderlily.com

[5 WAYS TO BE MORE PRODUCTIVE AT WORK](#)

[MAKING A WORKPLACE MORNING ROUTINE THAT WORKS](#)

[MEET THE #1 PRODUCTIVITY PRACTICE TO BLOCK DISTRACTIONS AT WORK](#)



## ON ATTENTION MANAGEMENT:

PRODUCTIVITY ISN'T ABOUT TIME MANAGEMENT. IT'S ABOUT ATTENTION MANAGEMENT BY ADAM GRANT

## ON TAKING BREAKS:

BRIEF DIVERSIONS VASTLY IMPROVE FOCUS, RESEARCHERS FIND BY DIANA YATES. ILLINOIS NEWS BUREAU

## ON THE PSYCHOLOGY OF PRODUCTIVITY:

BOOSTING PRODUCTIVITY BY HEATHER STRINGER.  
AMERICAN PSYCHOLOGICAL ASSOCIATION

## ON VISUALIZATION:

EFFECTS OF VISUALIZATION ON ACADEMIC PERFORMANCE OF COLLEGE STUDENTS <[HTTP://WWW.IJIET.ORG/PAPERS/389-N10002.PDF](http://www.ijiet.org/papers/389-N10002.pdf)> BY NIÑO FREDRICO L. NARVACAN, EVANGELINE ATIENZA-BULAQUÍÑA, AND LUCILLE D. EVANGELISTA IN THE INTERNATIONAL JOURNAL OF INFORMATION AND EDUCATION TECHNOLOGY, VOL. 4, NO. 2, APRIL 2014

## ON THE IMPORTANCE OF SLEEP:

WHY LACK OF SLEEP IS BAD FOR YOUR HEALTH PUBLISHED FOR THE NHS



*For more guided support please email me at  
[hello@ponderlily.com](mailto:hello@ponderlily.com)*

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