

PODAY

Streamlined Efficiency

Rhythms & Routines for Success at Work

By Carina Lawson FOR INFORMATION ABOUT PERMISSIONS TO REPRODUCE SELECTIONS FROM THIS GUIDE,

PLEASE FIND A FOUR-LEAF CLOVER AND THEN WRITE TO HELLO@PONDERLILY.COM

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HOWEVER, THIS GUIDE IS NOT A SUBSTITUTE FOR SEEKING PROFESSIONAL GUIDANCE.

WHAT'S INCLUDED HERE ARE EXPRESSIONS OF OPINION, AND WE CANNOT GUARANTEE ANY

SPECIFIC OUTCOMES.

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



STREAMLINED EFFICIENCY

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

AT CHECK-INS ORE POSITIVE	CAN YOU THINK WORKDAY?	OF SO	THAT YC	U CAN	CARRY	OU ⁻

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

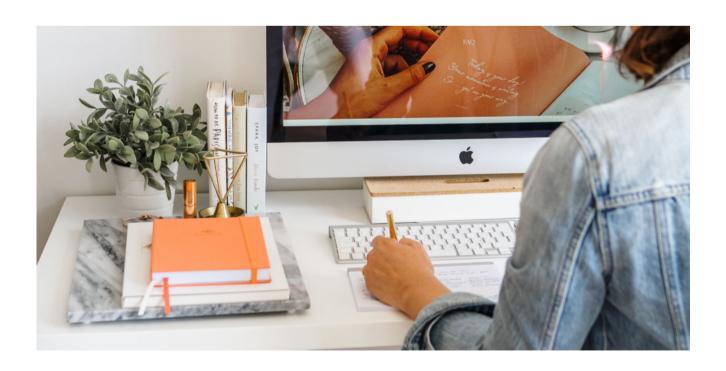
Not everyone is most productive first thing in the morning. For a week, test out saving your most creative work for your most productive time. See how things shift.

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 BY NIÑO FREDRICO L. NARVACAN, EVANGELINE ATIENZA-BULAQUIÑA, 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

Streamlined Efficiency

all 1:1 time management sessions receive a
GIFT card to spend on
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CRP community members get 25% off Ponderlily products with code **CRPFRIEND**