

Productivity Hacks to

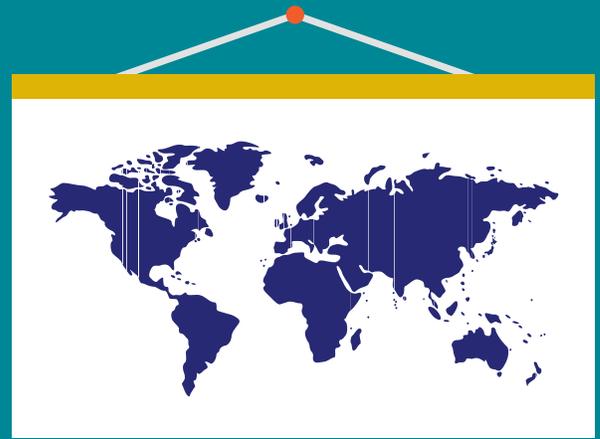


Performance

and



Distress



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Start Your Day Off Right

1. Try the **yestermail** approach. Each morning, tackle yesterday's emails. The logic here is that yesterday's emails are a fixed quantity whereas today's emails will continue to flood in.
2. **Eat a frog** first thing in the morning. In other words, begin the day with a difficult or unsavory task. This way you are accomplishing something important when you are fresh.
3. Every morning, list the **top three** priorities for the day.



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4. Be careful to distinguish between **important** and **urgent**.
 5. Anytime a new task is assigned, to you or someone else, also identify the **due date**.
 6. Embrace **monotasking**. Multitasking can decrease performance. Focusing on one task, and immersing yourself in it, can support work safety and quality while reducing overwhelm.
 7. Place a **limit** on meetings scheduled each week (that you can control).
 8. Always begin a meeting with clear **objectives**.
 9. Always end a meeting with clear **actions** and **deliverables**.

Set Your Priorities



Take Control of Your Schedule

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10. Schedule morning and afternoon **buffer blocks**. These time blocks are your time to catch up on administrative tasks.
 11. Schedule **strategy blocks** as needed, 2 - 3 times per week.

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12. Leverage the **bookends** of your day for personal needs. These are the early morning hours and late evening hours.
13. Notice which time of day you **excel** at different activities: writing, chores, working out, etc.
14. Cancel **unnecessary** meetings.
15. **Un-schedule yourself** from time to time. This is just as important as scheduling.
16. Once or twice a year, perform a **time audit**. Track how you spend every minute of the day and then compare this to your most important values. Do they align?



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17. Place your **goals** in a frame on your desk.
 18. Keep blank paper and a pen bedside or in your car console – lists will guide your time blocks and help to quiet a **busy mind**.
 19. There's such a thing as endurance stress. After every 90 minutes of focused work (or what we call **Power Hour**), allow yourself a break for 5 – 10 minutes. Notice fatigue and react accordingly.

**One Word:
FOCUS**

**Take Care of
YOU!**

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20. Step into **natural light** multiple times during the workday.
 21. **Ignore your phone** during time blocks.
 22. Treat **workouts** like any other appointment. Don't cancel on yourself!
 23. Maximize **drive time** (safely), keeping in mind that quiet time may serve you well.

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24. Manage your **energy**, not just your time!
25. Order your groceries **ahead of time** and use the curbside pick-up feature.
26. Use your phone alarm to **set reminders** for wellness breaks, bedtimes and other self-care.
27. Make your bedroom a **work-free zone**. Bedrooms are for resting, not hustling!
28. Having difficulty winding down? Try **Alphabet Gratitude**. As you say each letter of the alphabet to yourself, also identify something for which you are grateful.
29. When traveling for business, hit up a grocery store right away. This **pro tip** will save you time, cash and calories while on the road.
30. Make note of your passwords in a **safe, secure spot** to remove the stress of having to find your password!
31. Follow the **two-minute rule**. If a task will take you less than two minutes, do it now!



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... **P.S. Have you checked out the new Health & Happiness @ Work podcast? Tune in on all podcast channels!**

Are you like millions of other adults who are navigating the demands of work and home, and caring for others, while simultaneously trying to layer in some semblance of self-care? Add in life's surprises ... and these existing challenges are only compounded! This podcast is for busy, working adults looking to prioritize health and happiness to transform their work and life. Look forward to candid conversations around how to slay the workday, get after your goals and inspire yourself and others along the way. We'll explore how to better support health and happiness directly within your workday and how these elements can be put to work in your LIFE as well.

Adulting is hard. Wellness works.

