

# Optimal Productivity & Wellness Academy cheat sheet:

## 3 habits you can start TODAY to improve your productivity & wellness



### *Increase your water intake*



Proper hydration helps your body sleep better, heal faster, fight off infections, improve brain function, and plays a key role in gut health - yet so many people don't get the bare minimum of water every day.

To improve your water intake, try these tips:

- Start your morning routine with a large glass (16 oz) of water
- Leave full water bottles where you will see them and be reminded to drink
- Set alarms on your phone or calendar to remind you to drink before meals

### *Cut down on task overwhelm*



Do piles of laundry/dishes/papers seem to hang over you all the time? Practice these simple steps to keep them from building up:

- Touch it one time - *when the laundry comes out of the dryer, don't put it in a pile to fold later - do it now. After meals and before bedtime, ensure all dishes are clean before leaving the kitchen. When the mail comes, open it, sort the bills, and log in to pay them.*
- Set yourself up with enough time - *if you tell yourself you don't have time to do these things, you won't! On laundry day or after each load, take the 5 minutes to finish the task. Budgeting your time in smaller portions like this prevents tasks from becoming monumental in size and time consumption.*

### *Make a system for easy success*



Always losing your keys at home? *Get a key rack and practice putting your keys there several times in a row. Visualize coming home and placing your keys there - then if you see yourself start to set the keys down elsewhere, take the extra minute to go put them on the rack.*

Can't seem to get motivated to go to the gym? *Try setting out gym clothes, shoes, headphones, and water bottle the night before. Set your alarm and go - even if it's only for 10 minutes. Build the habit of going first - then move on to fitness goals.*

### **Warning**



You will mess this up. ***That is normal.*** Try again tomorrow, and again the next day. It took a long time to build these habits, but with focus and intention, you can absolutely improve in these areas in a short time. *Give yourself grace.*