

# PRODUCTIVITY CHALLENGE

30-DAYS TO BECOMING MORE PRODUCTIVE!

CREATE A MASTER TO-DO LIST	TAKE A 24 HOUR TV BREAK	TAKE A BREAK FROM SOCIAL MEDIA	DO SOME GOAL PLANNING	WORK TOWARDS 1 GOAL TODAY
DO 20 MINUTES OF EXERCISE	CLEAN YOUR BEDROOM CUPBOARDS	CLEAN YOUR KITCHEN CUPBOARDS	WAKE UP EARLIER	REDUCE ANY DISTRACTIONS
MEET A NEW MILESTONE	ORGANIZE YOUR DESKTOP	PLAN YOUR DAYS IN ADVANCE	DO MEAL PLANNING	CREATE A PRODUCTIVITY MUSIC PLAYLIST
CHECK YOUR EMAILS REGULARLY	DO THE MOST IMPORTANT THING FIRST	DELEGATE AN UNIMPORTANT TASK	MAKE USE OF PLANNING TOOLS	STOP MULTITASKING
TAKE SHORT BREAKS BETWEEN TASKS	GET 8 HOURS OF SLEEP	DRINK ENOUGH WATER	BATCH SMALLER TASKS	FIND YOUR PEAK PRODUCTIVITY TIME
LEARN TO SAY NO	SET BOUNDARIES	BE REALISTIC ABOUT YOUR GOALS	BE INTENTIONAL WITH YOUR THOUGHTS	WORK SMARTER

YOU GOT THIS!

OWN YOUR DREAMS

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