

Productivity CHECKLIST

Action	Notes
Cut your to-do list in half Take a less-is-more approach to your to-do list by only focusing on accomplishing things that matter	
Take more breaks Give yourself a moment to refresh by going for a walk, grabbing lunch or a snack, or just meditating. You'll come back recharged and ready to achieve greater efficiency	
Tackle your challenging tasks before lunch Knock out your most challenging tasks when your brain is fresh. If you have any easier tasks or appointments, save them for the afternoon	
Stop multi-tasking Get things done more effectively and efficiently by focusing on one task at a time	
Start planning Stay organised by creating lists so there's a plan of everything that needs to be done	