



Boost Your Productivity!



1. How do you currently spend your time? List below 10-15 activities that take up most of your time each day. Be honest - this can include texting and scrolling through Facebook!



2. Which of these jobs do you enjoy?

3. Which of these jobs drain you/leave you stressed?



4. Next, take some time to think about how you would like to spend your day. What would you do if time was not an issue? Visualise your best scenario - dream big!



5. How many activities from your best day can you turn into goals? List them below, as follows:

I will...



6. Review your answers to question 3.

- a) How many of these activities are essential?
- b) Can you delegate anything?
- c) Do any of these activities contribute to your goals?
- d) Are you doing them because you feel you can't say no?
- e) How many of these tasks can you get rid of altogether?



7. Make your action plan for productivity! Remember...

- Set your goals (short and long term).
- Be kind to yourself first and foremost - don't be afraid to say no.
- Who can help? Contact them asap and delegate some tasks.
- Do something EVERY DAY that makes you smile and feel good.