

30 Day Productivity Challenge



- ☐ 1. CREATE A TO-DO LIST
- ☐ 2. WAKE UP 15 MINUTES EARLIER
- ☐ 3. TURN YOUR PHONE ON SILENT
- ☐ 4. CLEAN YOUR WORK SPACE
- ☐ 5. DRINK 8 OZ OF WATER 8 TIMES TODAY
- ☐ 6. SET DEADLINES FOR YOUR TASKS
- ☐ 7. CREATE GOALS FOR THIS MONTH AND THIS WEEK
- ☐ 8. FOCUS ON ONE TASK AT A TIME
- ☐ 9. FINISH IMPORTANT TASKS FIRST
- ☐ 10. WORK IN INTERVALS WITH SCHEDULED BREAKS
- ☐ 11. SCHEDULE LONG BREAKS IN YOUR WORK DAY
- ☐ 12. CHECK YOUR EMAIL ONLY TWICE
- ☐ 13. DOWNLOAD AN APP TO IMPROVE EFFICIENCY
- ☐ 14. DO 30 MINUTES OF EXERCISE
- ☐ 15. GET 8 HOURS OF SLEEP
- ☐ 16. CHOOSE ONE HABIT TO DEVELOP
- ☐ 17. CHOOSE ONE HABIT TO ELIMINATE
- ☐ 18. CUT OUT TIME WASTER TASKS

- ☐ 19. LEARN SOMETHING NEW FROM A BOOK
- ☐ 20. REVISE AND IMPROVE YOUR DAILY TASKS
- ☐ 21. TURN OFF THE TV
- ☐ 22. FINISH A LONG OVERDUE TASK
- ☐ 23. REEVALUATE YOUR GOALS
- ☐ 24. FIND MOTIVATION
- ☐ 25. FILL YOUR WORK SPACE WITH MOTIVATIONAL QUOTES
- ☐ 26. LEARN TO SAY NO
- ☐ 27. REDUCE MEETING AND CALL TIMES
- ☐ 28. KEEP A NOTEPAD HANDY FOR IDEAS
- ☐ 29. REWARD YOURSELF
- ☐ 30. REVIEW YOUR MONTH OF PRODUCTIVITY

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