31 Days of Productivity

1. Keep track of your activities and see how long each of them take			

- 2. Write down your goals and priorities
 - 3. Drink water as soon as you wake up
 - 4. Identify your single most important task and do it
 - 5. Organize your workspace
 - 6. Set your morning alarm 15 minutes earlier
 - 7. Identify your top five tasks last week that produced 80% of your results
 - 8. Check your emails only two times today
 - 9. Schedule a "no-distractions" rest period in the middle of the day
 - 10. Make a productivity playlist
 - 11. Talk to someone you look up to and ask them their #1 productivity tip
 - 12. Get an accountability partner or join a support group
 - 13. Meditate for 10 minutes
 - 14. Think a small win from last week and celebrate it
 - 15. Make your bed in the morning
 - 16. Browse the internet with only one tab (or phone app) open at once
 - 17. Choose one task and automate it
 - 18. Choose one task and delegate it

19. Choose one habit you'd like to develop and commit to doing it	
20. Choose one habit you'd like to eliminate and commit to change it	
21. Review the past week and cut down your biggest time-waster	
22. Make a "stop doing" list	
23. Eat the healthiest meal you 've had in a week	
24. Plan your day the night before	
25. Walk or jog outside for 20 minutes	
26. Make a "go over later" list	
27. Sleep for 8 hours to night	
28. Change your desktop or phone wallpaper to a motivational quote	
29. Learn something new via books, podcasts, or TED Talks	
30. Hug someone who supports you (could be your pet)	
31. Reward yourself for your biggest accomplishment this month	Make and Share Free Checklists
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