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