

# Productivity

## *checklist*

### Wake up early

This helps you feel motivated and energized for the day ahead. Waking up early = more hours to get things done!

### Exercise

Get the blood pumping and clear your mind so you can focus on the tasks before you.

### Set monthly goals

At the beginning of every month write down everything you want to achieve that month. Refer back to this list often to keep track of your progress.

### Set a daily to-do list

Every morning write down what you need to accomplish that day. Keep track throughout the day.

### Do tasks at 15 - minute intervals

Doing work for short periods of time with a break in between refreshes the mind and helps you focus better.