

MODULE 3

tasks

● TRACK YOUR PRODUCTIVITY

As you implement some of this week's micro-habits, notice if it impacts your output. Are you any more productive by applying any of the micro-habits? Which micro-habits are you having success with?

● TAKE THE CHRONOTYPE ASSESSMENT & PLAN YOUR IDEAL DAY

Take the online assessment to identify your chorontype here-
rkristygoodwin.com/chronotype-quiz/

What's your chronotype?

Plan your ideal work day based on your chronotype.

● TRACK YOUR SLEEP

One of the best productivity hacks is good quality and quantity of sleep. Track your sleep quantity below:

Monday-

Tuesday-

Wednesday-

Thursday-

Friday-

Saturday-

Sunday-

NOTES-

Neuro- Productivity Hacks

MODULE 3 MICRO-HABIT *Menu*

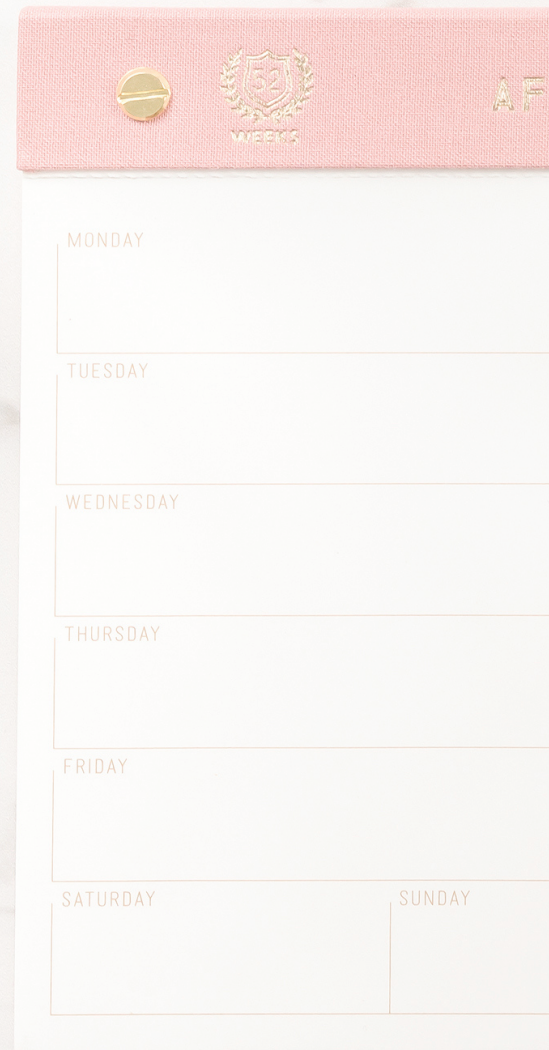
- Get good quality and quantities of sleep.
- Map your workday to your chronotype.
- Create 'deep work' rituals.
- Control and time block your calendar.
- Offload your mental load.
- Triage your To Do list. (Check out the bonus section for a template.)
- Batch similar tasks.
- Work in sprints, not marathons.
- Take 'good' breaks (MAC-movement, autonomy and connection).
- Take frequent, short breaks.
- Mono-task, don't multi-task.
- Set 'speedy' meetings as your default setting in your calendar.



Neuro-Productivity Hacks

- 'Complete 'shallow' to do tasks before meetings.
- Have short meetings.
- Plan for walking meetings.
- Use scheduling tools to book meetings & manage your calendar.
- Set your team's tech-pectations.
- Have a designated work area for specific tasks.
- Use music- soft, slow & familiar to boost productivity.
- Create start up and wind down rituals.
- Start on a downhill slope.
- Do a digital declutter.
- Digital disconnection (see Module 5 or more details).

MODULE 3 MICRO-HABIT *Menu*



MODULE 3
MICRO-HABIT
list

HABIT # 1

HABIT # 2

HABIT # 3

HABIT # 4

HABIT # 5



Module 3

Important Notes

DIGITAL
Wellbeing
RESET