

# 10 PRODUCTIVITY TIPS

## KEY HABITS TO ACHIEVE MORE

- 1 Plan your big rocks first**  
Schedule important things first. Let the rest fall around.
- 2 Create a master to do list and an active to do list**  
Make a list of all that needs to be done and a list (<6 items) for the immediate.
- 3 Learn to say no**  
Effectively. Use it often.
- 4 Manage your attention**  
Reduce the number of decisions you need to make daily.
- 5 Run effective meetings**  
Plan. Bank ideas. Move.
- 6 Exercise**  
It increases energy and improves focus.
- 7 Eat well**  
Avoid the sugar crash!
- 8 Sleep well**  
Improves memory.
- 9 Practice mindfulness**  
For optimum brain environment to make decisions and handle stress.
- 10 Take time OFF**  
Every damn day. It is our recharge button.

*We make  
success  
a habit.*

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CONSCIOUSWORKS

# HABIT DESIGN WORKSHEET

Target Behaviour

Target Habit

Why?

Find the Trigger

Reminder(s)

Small Wins

Reward

Tracking