



Be a **MODERN MANAGER** with a thriving team.

*episode guide*

## EPISODE 135

# Daily Routines to Boost Productivity and Well-being

How you start and end your day can have a dramatic impact on your mood, focus, productivity and health. You can design routines that simplify and streamline your daily activities, enabling you to more quickly get into the right mindset while accomplishing your goals.

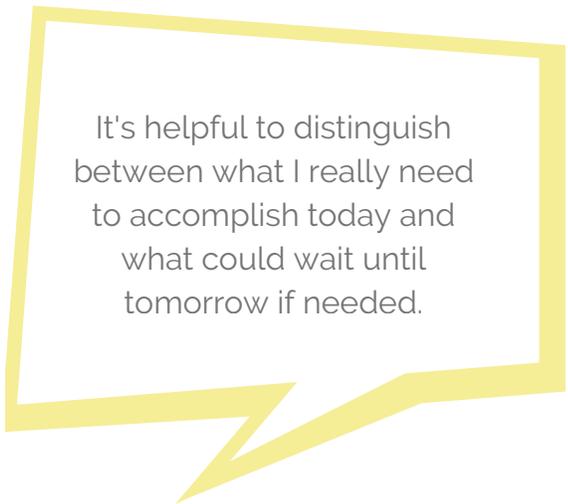
This guide includes a daily planning template, a list of potential activities to incorporate into your routines, as well as an overview of how to design an effective routine.

## THE DAILY PLANNER

The core of my start-of-work routine is creating my daily plan. I use the planning template to help me organize my day and identify the top 5 actions I need to complete.

### How I use the daily planner:

- Write in the day and date.
- Review my Google calendar and fill in all meetings on the template.
- Review my upcoming week and identify any meeting prep or deadlines that I need to attend to.
- Review my master task list and determine my top 5 activities for the day based on the time available given my meeting schedule and upcoming deadlines.
- List any small or additional tasks that I hope to accomplish or don't want to forget about.



It's helpful to distinguish between what I really need to accomplish today and what could wait until tomorrow if needed.

# DAY:

DATE:

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## TOP 5:

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## OTHER TASKS:

7:30 AM

8:00 AM

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

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## CREATING ROUTINES

### Step 1: Reflect on your current routine(s)

The easiest place to start is to recognize and build off of what you're already doing. If you're not sure which routine to start with, reflect on all four: wake up, start of workday, end of workday, and evening. If you've already identified your first routine, you can choose to only reflect on that one.

#### **Suggested process:**

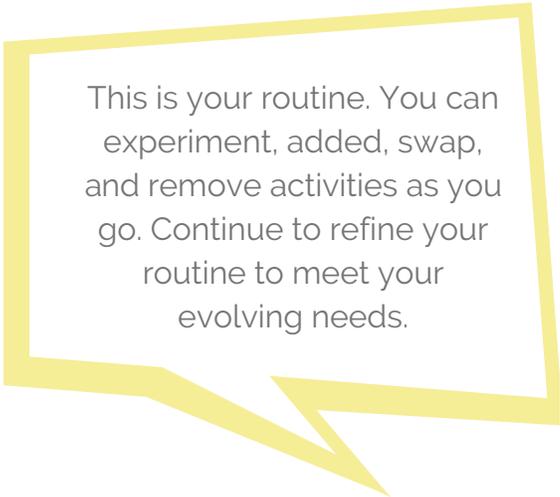
- Walk through your current routine and make note of any activities you do regularly at that time.
- For any times that do not have a regular routine, simply make note of that.
- What seems to be the current purpose or intention behind your current routine?
- How do you feel at the end of the routine?
- If you haven't yet, decide which moment to focus on first. Your decision can be based on the area that feels most promising / biggest ROI, easiest to adopt, currently most insufficient, or any other meaningful criteria for you.

### Step 2: Set your intention.

The design of your routine is based on the intention you set. Knowing what you want to accomplish and how you want to feel will help you determine which activities to include.

#### **Suggested process:**

- Determine the purpose of your new routine. Use the list on the following page or come up with your own.
- Decide how you hope to feel at the end of the process.
- Craft a statement of intent that captures these intentions.



This is your routine. You can experiment, add, swap, and remove activities as you go. Continue to refine your routine to meet your evolving needs.

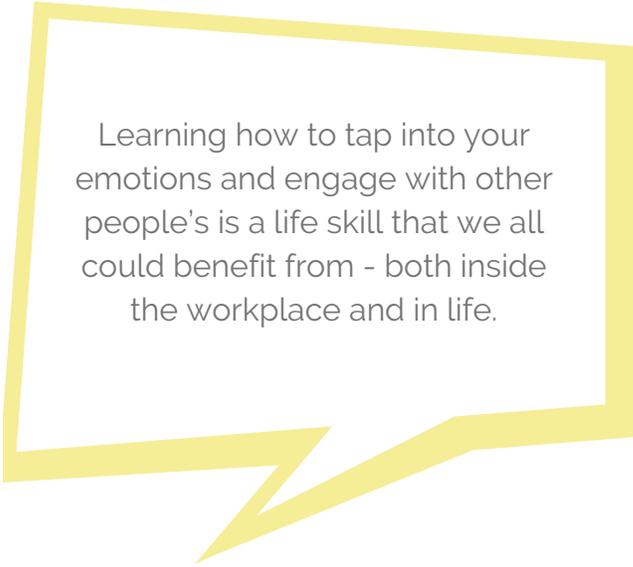


## **Example intentions:**

- Improve or maintain physical or mental health
- Learn and develop yourself
- Live your values
- Care for others
- Increase productivity
- Calm the mind and body
- Maintain or strengthen relationships

## **Example emotions:**

- prepared
- calm
- thoughtful
- energized
- accomplished
- joyful
- clear-headed
- focused
- positive
- grateful
- productive



Learning how to tap into your emotions and engage with other people's is a life skill that we all could benefit from - both inside the workplace and in life.

## **Step 3: Select your activities**

Now that you know the intention(s) of the routine and how you want to feel upon it's completion, it's time to select the activities that will fulfill that purpose.

### **Suggest process:**

- Brainstorm what activities you might include based on your statement of intent.
- Use the list of activities on the following page to help brainstorm.
- Decide what you want to keep from your existing routine and what you want to discard (either remove completely or move to another time of day).
- Select 1-3 activities for your new routine. You may need to start small and build the routine over time so that it's manageable.
- Do a gut check - does this routine seem doable given the amount of time and effort it will take and your current lifestyle? If no, revise the activities or select fewer activities to start with.
- Write down the new routine with the activities in the order you plan to do them.



## Example activities:

- Exercise
- Go for a walk
- Stretch or do yoga
- Meditate
- Say a mantra or affirmation
- Shower or take a bath
- Brush teeth / hair, wash face, etc
- Get dressed / put on makeup / style your hair
- Make your bed
- Brew and enjoy coffee or tea
- Prepare food / eat
- Drink water
- Take vitamins
- Care for another person (child, partner, etc.)
- Care for a pet or plant
- Read or listen to the news
- Read or listen to a book
- Listen to a podcast or music
- Work on a hobby
- Practice an instrument
- Do a brain teaser or puzzle
- Review your goals
- Do a brain dump
- Review your calendar
- Review or update your task list
- Update your team members or boss
- Make a plan for the day
- Decide on your top priorities for the day
- Call or email a loved one
- Review your inbox
- Set an intention for the day
- Do an act of kindness
- Write or journal
- Record a video or audio log
- Do a gratitude practice
- Tell someone you love them
- Set an alarm

## Step 4: Start and maintain your practice

This is your routine so you can revise it as often as needed. Over time, you may find your intentions shift or the amount of time and energy available changes. Adapt your activities accordingly.

### Suggest process:

- For a new activity or routine, try it for 3-5 days and then reflect on whether it is meeting your needs.
  - Does it accomplish the intention(s) you set?
  - Do you feel the way you hope to feel at the end?
- Make any changes to the routine to better meet your goals.
- If it's helpful, make the routine visible. Make a sign or hang a post-it on the wall to help you remember the activities.
- If you like habit trackers, use one to keep track of the days you complete the routine.
- Once every few months, check in on the routine to see if anything needs to change in order to remain relevant and useful.