



Morning Routine

- ☐ Wake up at a consistent time
 - ☐ Morning routine (stretch, hydrate, dress for the day)
 - ☐ Review daily top 3 priorities
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Focused Work Blocks

- ☐ Time block work sessions
 - ☐ Schedule deep work during peak energy hours
 - ☐ Take a 10-minute break every hour
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Communication & Collaboration

- ☐ Check and respond to emails in scheduled blocks
 - ☐ Attend necessary meetings (within designated time windows)
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Productivity Tools & Apps

- ☐ Use project management tools (e.g., Trello, Notion, Asana)
 - ☐ Track time using apps like Clockify or Toggl
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Midday Reset & Lunch Break

- ☐ Take a proper lunch break away from your screen
 - ☐ Get fresh air or do a 10-minute stretch
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Afternoon Strategy

- ☐ Complete collaborative or lighter tasks
 - ☐ Check progress on your top 3 priorities
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End-of-Day Wrap-Up

- ☐ Do a daily review (completed tasks, pending items)
 - ☐ Shut down devices and tidy up your workspace
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Evening Recharge

- ☐ Practice a digital shutdown (log off work apps)
- ☐ Engage in a calming activity (reading, walk, journaling)
- ☐ Sleep at a consistent hour