

top 10 productivity tips

SHARED FROM MORE ROOM FOR JOY

*Utilize this tricks DAILY to make **More Room For Joy** in your every day life.*

1. **Create and Check in with your Daily To Do List.** Knowing what your responsibilities are for that day helps to set the pace for your productivity.
2. **Have a Morning and an Evening Ritual.** Create a ritual (not a routine) that ignites you in the AM and soothes you in the PM. Your body, mind and spirit will thank you.
3. **Know where you want to be by the end of the day.** Jump right into your day knowing how much you want to accomplish and how you want to feel by the end of the day. No one sets out to have a bad day but we can become easily distracted by the days events if we lose focus on our mindset.
4. **Tackle your hardest task first.** Just get that right out of the way and you will cut down on stalling and procrastinating.
5. **Automate as many of your processes as you can.** Don't reinvent the wheel. Utilize free public information or reuse something you have already created, just tailor it to what you need. This will allow you to make better use of your time.
6. **Take breaks.** To maximize our body's capability, we require rest and proper care. Replenish your energy by taking breaks as needed.
7. **Eat for nourishment.** Feed your body nutritious food and drink that will fuel you will sustainable energy making you a productivity powerhouse.
8. **Move your body.** Getting that blood pumping will get your muscles ready to move for the day with less aches and pains to hold you back.
9. **Set yourself up for the following day.** Pack your purse, your briefcase and lunch bag with any non-perishable food. Prepare your clothes for any activities you plan for the next day including hitting the gym. Getting ready the next day will be effortless because of your prep work the night before.
10. **Be okay with saying no.** It's okay to not the have time or desire to participate in everything. Know your limits and do the activities that make your heart sing.