

QUICK TIPS

Creating Daily Success



determine daily to-dos

Write down your top 3 goals for the day.



create a daily routine

Get up at the same time, shower & get dressed to start your day with a sense of normalcy.



set reasonable goals

Set yourself up for success, not failure.



start small

bite-size tasks can help you accomplish your goals and stay motivated to tackle bigger goals.



get organized

Seeing too much stuff makes your brain slower.



create a work space

This helps create more productivity and less 'floating'.



signal when you are working

This can help prevent avoidable distractions throughout the day.



take frequent breaks

Try 5 minutes every half hour, or 10 minutes every hour.



set a "cut-off" time

We cannot thrive with constant stimulation. Try to set a daily alarm for accountability.



create joy

Choosing at least one pleasant project for the day can shift your mood.