

GET THINGS DONE ROUTINE

Date



YOUR IDEAL TIME USE

DESCRIBE HOW YOU WOULD USE YOUR TIME IN AN IDEAL DAY OR WEEK. WHAT WOULD YOU DO? WHAT WOULD PROVIDE PURPOSE AND MEANING? WHAT WOULD PROVIDE JOY? WHAT WOULD YOU ABSOLUTELY NOT DO?



REAL TIME USE

HOW ARE YOU CURRENTLY USING YOUR TIME? IN A TYPICAL DAY? IN A TYPICAL WEEK? WRITE OUT EVERYTHING YOU DO IN A TYPICAL DAY OR BETTER YET RECORD WHAT YOU ARE DOING FOR A TYPICAL DAY IN THE SPACE BELOW. HOW DOES THAT COMPARE TO YOUR IDEAL TIME USE? PUT A CHECKMARK NEXT TO THE ACTIVITIES THAT DO NOT MATCH YOUR IDEAL TIME USE OR THAT ARE NOT MOVING YOU TOWARDS YOUR IDEAL SELF AND LIFE THEN RUTHLESSLY ELIMINATE THEM FROM YOUR SCHEDULE.



FOCUSED SPACE

CREATE A SPACE WHERE YOU CAN WORK WITH NO DISTRACTIONS. TURN OFF YOUR PHONE OR PUT IT ON AIRPLANE MODE. PLACE ONLY THE BARE NECESSITIES NEEDED FOR YOUR WORK IN THIS SPACE TO LIMIT DISTRACTIONS. LOCK THE DOOR, BLOCK OFF YOUR CALENDAR, AND MAKE THIS TIME AND SPACE SACRED. DO ONLY ONE TASK AT A TIME IN THIS SPACE FOR COMPLETE FOCUS. WHERE WILL THIS SPACE BE AND WHAT WILL IT LOOK LIKE? DESCRIBE THIS SPACE THEN CREATE IT EVEN IF YOU HAVE NO SPACE MAKE THIS SPACE AT THE LIBRARY OR IN YOUR CAR.

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GET NAKED

BOOST YOUR IMMUNE SYSTEM AS WELL AS HAPPINESS AND FORCE YOUR BODY AWAKE WITH A LITTLE BIT OF COLD WATER AFTER YOUR HOT SHOWER, A FULL COLD SHOWER, OR EVEN AN ICE BATH. RECORD THE TYPE OF COLD EXPOSURE YOU USED AND THE LENGTH OF TIME YOU SPENT EXPOSED TO THE COLD.

TYPE OF COLD _____

TIME OF COLD _____

ACCOUNTABILITY CONNECTION

FIND AN ACCOUNTABILITY BUDDY WHO IDEALLY HAS COMPLETED A SIMILAR GOAL TO YOU, IS WORKING ON A SIMILAR GOAL TO YOU (OR HAS A DESIRE TO ACHIEVE A GOAL OF SOME KIND). EACH NIGHT SHARE YOUR MAIN PRIORITY FOR THE NEXT DAY AND IF YOU COMPLETED YOUR MAIN PRIORITY FOR THE PREVIOUS DAY. WRITE YOUR CONVERSATION NOTES BELOW.



MEANINGFUL TASKS & HABITS

LIST 1-6 ACTIVITIES IN ORDER OF PRIORITY. EACH TASK OR HABIT SHOULD BE WORKING TOWARDS AN IMPORTANT GOAL OR VALUE. SCHEDULE EACH TASK OR HABIT FOR A SPECIFIC TIME BLOCK. ADD BEHAVIORAL SCIENCE NUDGES TO DRASTICALLY INCREASE YOUR CHANCES OF COMPLETING THEM.



Priority	Time	Task or habit	Nudge(s)
1.			
2.			
3.			
4.			
5.			
6.			