The Steps to your Most Productive Day Ever:

1. The night before - set out your planner / journal in a place where you'll be triggered right when you wake up. I like to put mine on the bathroom counter, along with a bottle of water!

2. Find a place in where you feel productive and are removed from distractions. This is where you'll plan your day!

3. Dedicate 10 to 15 minutes to a braindump - this is where you will write down everything that comes to mind that is on your plate and / or tasks that need to be completed.

4. Determine the 3 things that MUST get done today. Then break these tasks into smaller more manageable tasks.

5. Type these 3 things into your phone and take a screenshot. Save this screenshot as your home screen, that way every time you look at your phone, you are reminded of the priorities in your day. While on your phone, set any necessary reminders.

CLARITY . PEACE . PRODUCTIVITY

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BONUS TIPS:

1. If you have a crazy, back to back day, make sure you schedule time to take mental breaks.

2. Do your most mentally challenging tasks at the time of day you feel the most productive.

3. Don't multi task. You will be more effective and more efficient when you focus on one task instead of trying to toggle back and forth between multiple.