CRACK THE PRODUCTIVITY CODE AND SET YOURSELF UP FOR SUCCESS

CHECKLIST

NAMS
Novice to Advanced Marketing System

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CRACK THE PRODUCTIVITY CODE AND SET YOURSELF UP FOR SUCCESS

- ☐ I have made a commitment to re-vamp and re-charge the first two hours of my morning
- ☐ I have set myself up to start following the six essential steps:
  - ☐ Set my alarm earlier than usual
  - ☐ Go to bed earlier than usual
  - ☐ Open my curtains last thing before bed so that daylight can help wake me
  - ☐ Drink a glass of water first thing in the morning
  - ☐ Exercise
  - ☐ Feed my soul by doing one or more of the following:
    - ☐ Pray/Meditate
    - ☐ Spend time with family
    - ☐ Think about things I have that I am grateful for
    - ☐ Claim an affirmation of the day
    - ☐ Ask myself a question of the day that challenges me and produces a positive attitude
    - ☐ Take time to daydream
    - ☐ Read an inspiring article or chapter from a book
    - ☐ Create a dreamboard
    - ☐ Listen to a motivating podcast
- ☐ I have considered the benefits of trying a morning smoothie
- ☐ I have joined the free 21-Day Green Smoothies for Breakfast Challenge
- ☐ I have planned my day:
  - ☐ Away from the computer
  - ☐ The night before
- ☐ I have centered myself internally before starting work

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- ☐ I have taken time to include family or pets as part of my morning routine
- ☐ My new morning routine:
  - ☐ Centers me
  - ☐ De-stresses me
  - ☐ Powers up my morning
  - ☐ Helps me be present in my own day
- ☐ I have simplified my first-two-hours routine down to:
  - ☐ What doesn't drain or distract me
  - ☐ What produces maximum energy, confidence and focus
- ☐ I have:
  - ☐ Identified the most distracting and counter-productive morning habit I have
  - ☐ Written down the top three essentials I think I need to adopt for daily productivity
  - ☐ Chosen one or more new morning activity to energize and inspire me

Considered whether or not it would be a good solution for me to add one daily task or responsibility that I have real trouble tackling, normally

  - ☐ Chosen one or more activity that stimulates subconscious creativity
  - ☐ Added other new morning activities that appeal to me
  - ☐ Subtracted the most distracting current, habitual activity from my morning routine
- ☐ I have separated my personal and workspace in some manner that works for me
- ☐ I have re-organized and de-cluttered my workspace so that it feels:
  - ☐ Inspiring
  - ☐ Energizing

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- ☐ Calming
- ☐ My workspace is now distraction-free
- ☐ I have made sure I have a comfortable work chair
- ☐ I am focusing on being productive rather than "busy"
- ☐ I am keeping Zen-type activities as brainstorming tactics and making sure they are not just avoidant behavior
- ☐ I am making notes or prioritizing at the end of the day for the next day, including:
  - ☐ What must be done?
  - ☐ What has a deadline?
  - ☐ What will bring in actual income?
  - ☐ What will actively harm me or my business if I don't do it?
- ☐ I am making sure I can always see my daily to-do or top three priorities list, while I work
- ☐ I understand the difference between:
  - ☐ Billable time, where what I am doing will actually and directly generate income
  - ☐ Valuable time, such as building client and subscriber relationships; networking
  - ☐ Time that doesn't directly make me money or build relationships (tasks that could be done by anyone)
- ☐ I have delegated, dumped or outsourced time-wasting and non-money-making tasks
- ☐ I am using apps, templates, content packages and forms to automate or minimize non-billable tasks
- ☐ I am organizing the week's/month's tasks for my VA in advance

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- ☐ I am shutting the door behind me after I finish work for the day—and remembering first thing in the morning to drink my glass of water!

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