CRACK THE PRODUCTIVITY CODE AND SET YOURSELF UP FOR SUCCESS

WORKBOOK

NAMS
Novice to Advanced Marketing System

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Introduction

This workbook is digital and printer friendly. It's designed to help you establish and maintain a highly productive morning routine.

Review Your Current Morning Routine

Identify the habits from your morning routine that are distracting/not working for you/counterproductive.

- Facebook
- Email
- Playing a game
- Watching a TV show
- Sleeping in
- Other distracting habits:

Step 1 Identify what Causes You to Keep Bad Habits

- Procrastination
- Boredom with work
- Feeling too unwell to work
- Feeling too tired to work
- Wanting to avoid work/certain tasks

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Step 2 Find a Better Habit

What habit can you replace with your energy-draining, avoidant or distracting habits with?

Step 3 Drink Water

Start with drinking one glass of water before you do anything else in your day.

Is this habit easy to adopt? If not, what is keeping you from drinking water?

- It makes me gag
- I crave coffee too badly
- I can't stand ice cold water
- I can't stand room temperature water
- It gives me heartburn

Identify how you can make it easier for you to drink water.

- Add ice
- Add a slice of lemon or lime juice
- Drink sparkling water
- Drink bottled water
- Drink mineral water
- Add a drop of non-sugar flavor

Step 4 Make Fresh, Green Smoothies

Did it give you more energy?

Did it help your digestive system?

Did it help stop food cravings?

Was it pleasant? Did you like it?

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Figure out how you can make it so pleasant that it is fun to drink (without adding counter-productive ingredients like sugar).

- Change the fruits you use
- Add plain Greek Yogurt to increase the protein and make it creamy
- Add kale instead of spinach
- Add vegetables like carrots, celery
- Add flavored protein powder

Step 5 Add Exercise to Your Routine

- Go for a 15-20-minute walk
- Go for a ten-minute jog
- Do an exercise routine
- Follow an exercise tape or show
- Do yoga, tai chi or qi gong
- Use an app
- Add music to your morning exercise routine
- Do a household task like sweeping the floor
- Dance

Step 6 Add Something Motivating and Inspiring

- Practicing counting your blessings
- Choosing a daily affirmation or bible verse
- Reading an uplifting or educational article

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- Listening to a motivating podcast
- Challenge yourself with a meaningful question of the day
- Daydream with your dream board or adding new visualizations/goals
- Other Ideas

Step 7 Create an Evening Routine

Review these ideas to action that resonates with you as a good end-of-day strategy to aid you in keeping your new morning routine.

- Open your curtains or blinds, last thing before climbing into bed
- Set your alarm clock earlier than usual
- Prepare your priorities or to-do list after work
- Pre-prepare your smoothie, so that all you must do is add ice or another key ingredient and remix
- Lay out your clothes for tomorrow
- Choose the article you will read
- Affirmation you want to adopt for the day/week or podcast you plan to listen to as part of your routine
- Other ideas

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Step 8 Identify What Causes You to Procrastinate

Decide whether it will make you feel more energized and productive to:

- Get this task out the way, first thing
- Start with your easiest task

Write your new morning routine:

Prepare the night before for success in your new routine:

- Drink a glass of water, first thing!
- Drink a green smoothie

Exercise:

Meditate or de-stress:

- Feed your soul
- Spend time with family or pets
- Approach your new routine—and day—with a positive attitude!

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