

# MY PRODUCTIVITY INCREASES DAILY

## My productivity increases daily.

I challenge myself to accomplish more.

I wake up early so that my day gets off to a strong start. I clarify my priorities and complete important tasks while the office is quiet and empty.

I block out my time. I develop realistic estimates for how long meetings and assignments usually take. I batch similar tasks together. I give myself a buffer for unexpected events.

I take frequent breaks. I stand up and stretch at least once each hour. I call a friend or share a cup of coffee in the break room. **Enjoying some down time allows me to return to work feeling refreshed.** I think more clearly and have more energy.

I reduce distractions. I clear off my desk and close my office door. I limit the time I spend watching the news or checking social media.

**I focus on one task at a time.** The quality of my work increases when I give it my full attention. I spend less time correcting errors.

I appreciate the process. As long as I am learning and growing, I find my work fulfilling regardless of the immediate results.

I take a first step. I break complicated projects down into smaller stages. Once I make a beginning, **I build momentum that keeps me going.**

Today, I manage my time wisely. I create systems and strategies that help me to work smarter. I consistently deliver more than expected.

## Self-Reflection Questions:

1. What is the difference between being busy and being productive?
2. How can I use technology to become more efficient?
3. What kind of working environment helps me to maximize my productivity?