

# 5 STEPS TO WINNING YOUR DAY (AND NOT LOSING YOUR SH#T!)

## START TO YOUR DAY



Establish a morning routine whether it is journaling, exercise, meditation or eating a healthy breakfast. If you start your day right, you will be on track to master it with ease.

## KNOW YOUR ENERGY FLOW

Arrange your schedule to suit your energy levels. Work out the best time for your 'big picture' or your 'task based' work. Plan around these times and get the most out of your day.



## BATCH YOUR TIME



Focus on tasks in batches ie 25 mins slots. Reclaim your time at work by NOT multi-tasking. Research has shown you can lose up to 40% of your productivity if you multi-task.

## PULSE AND PAUSE

Research has shown that humans need to break every 90 minutes as they move from full focus and energy to fatigue. By taking a short break to eat, drink, or exercise you will be more productive at work.



## FINISH ON A HIGH



Before you leave for the day, write up your 3 High Value Activities (HVA) for tomorrow so you can leave work knowing your prepared for tomorrow.

### Sources:

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Cirillo, Francesco. The Pomodoro Technique. (Virgin Books, republished 2018)  
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Weinschenk, Susan. (2012) The true cost of multi-tasking. Psychology Today

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