

Productivity Routine in Your Life

INTRO

If you ever tried to build a productive routine in your life? From thinking to practicing the productivity it's a mind game – you know?

In this video I'll be set a productivity routine with you guys – so, let's go fire it up

Productivity routine doesn't mean we have to do the work every single minutes. It's a routine that helps us to boost energy, keep track ourselves, reduce stress and use your time effortlessly.

WHY BEFORE WHAT

Are you sure you need a productive routine? Take a moment and think about why do we need to be productive?

- For our career: You want to get a job, want to achieve a next good performance award etc
- Health: try to add healthy food, exercise habit etc
- Learning: New skills
- Relationship: spent more time with family

If you are not sure of any of these options then you are not in the person

SET THE GOAL

After choosing our productivity subject/Area we need to set the goal or like what you need to do with this. Long term or weekly goals

PRODUCTIVITY ROUTINE IN YOUR LIFE

- Get the job in next 2 months, need to be checking health conditions after 14 days, 3 months courses need to finished

DESIGN YOUR ROUTINE

- **Are you morning person or night? Set your routine to focused which time you have to prefer.**
- **Morning Routine:**
 - **Deep work block:** Time blocking or planning your work according time slot like block the timestamp all of your work (meeting, lunch, email checking, project report), focus on work,
 - **Administrative Block:** Check the email, text and update of previous day in altogether (time of email check, text checking, work update)
 - **Recovery & Restart:** It's okay to take a break in your work. Take 5-10 mins break in your work then restart your work. Helpful more mind set up
- **Evening Cool down:**
 - **Digital Shutdown:** Reduce screen time, before 30 mins of bed try to not using any device
 - **Schedule bed time:** try to make a list of your next day work
 - **Light Reading:** Promotes better sleep, reduce stress, improves focus & concentration, boost creativity
 - **Tidy your room:** Clean your room helps to focus on to work, clear and clean room keep your mind fresh
 - **Listen audio book:** Listen audio books to keep ourselves destructed from other devices.
- **Key Rules / Principles**
 - **Start small & make:** Small steps make a big impact.
 - **Be realistic in your productivity routine**
 - **80/20 rules. It's okay to be not perfect in 100%. Perfection is the enemy. For making 100% you never know what you supposed to do with your mental health. Don't force yourself to be 100% perfect in every task.**

PRODUCTIVITY ROUTINE IN YOUR LIFE

- **Single task:** Do a single task or make a new habit. Start your day with single or good task.
- **Say no:** Say no to other destructive work (using phone without time limitation)
- **Track ourselves:** Tracking the work with digital tools (google calendar, App, To do list) and analogue tools (Diary, notebooks, journal etc)
- **Weekly review:** So, now it's time to review your work either you review your day like daily end of the day you checked your track list and mark the work you have done or you can review it weekly.
- **Measure outcome:** After a while you can measure your work result like before routine and after routine. How easily you can manage your work.

FINALLY COMMON MISTAKE NEED TO AVOID

- **Ambitious Routine:** setting unrealistic task, multitasking increase the error rates. Don't set up a routine which one you can't continue.
- **Ignoring Body Clock:** Health is precious for every person. Don't force yourself to work against your natural energy.
- **Ignoring hobbies/ leisure/fun:** Overworking without break time reduces creativity. It's okay to be have fun, give yourself a off from work.
- **Not set up the task duration:** Task duration is affect your work like dominos effect or chain reaction. when you fail to finish your work in time cause not setting the timestamp for a task on a day then it going to be affect all other work.