THE PERFECTLY PRODUCTIVE DAY

SLEEP

1. **Create a consistent wind-down routine** each evening to avoid Bedtime Procrastination.
2. **Optimize your sleep environment** for rest.
3. **Capture racing thoughts and outstanding tasks on paper** before bed.

MORNING ROUTINE

1. **Get up and out of bed immediately** when your alarm goes off.
2. **Drink 8 ounces of water** before any other beverage.
3. **Do not check your phone** until after you have set at least one intention for yourself.

COMMUTING (BEFORE & AFTER WORK)

1. **Replace mindless scrolling with intentional input** such as audiobooks, podcasts, reflection, or quiet thinking.
2. **Capture one insight, idea, or priority** to reinforce purposeful use of the time.
3. **Create a consistent transition ritual** that signals the start or end of your workday

WORKDAY

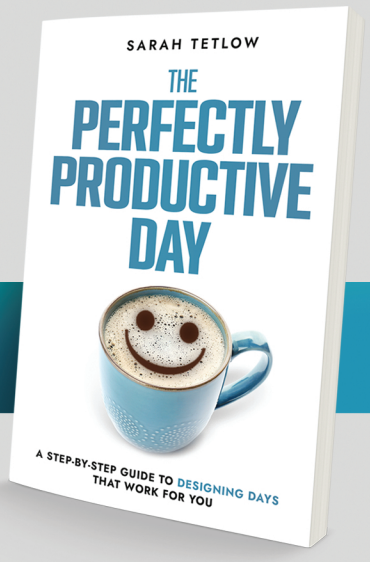
1. **Block protected Deep Work time** on your calendar to avoid last-minute pressures.
2. Set your workday roadmap and **plan tomorrow's priorities** before ending the day.
3. **Communicate focus boundaries clearly** to reduce interruptions.

EVENING ROUTINE

1. **Prepare tomorrow's essentials** - outfit and meals - before the day ends.
2. **Reset key living spaces** for 10–15 minutes.
3. **Create digital boundaries** - choose restorative activities instead of scrolling.

BEDTIME ROUTINE

1. **Set a bedtime alarm** and honor it by beginning to wind down.
2. **Turn off electronics 30 minutes before sleep** and place your phone out of reach.
3. **Invest in one calming ritual** every night - reading, journaling, or brief reflection.



DESIGNING DAYS THAT WORK FOR YOU

#PerfectlyProductiveDay