

Anti-Overwhelm Daily
Productivity Planner

DITCH THE OVERWHELM

FIND YOUR FOCUS

GET STUFF DONE

The 5 Simple Steps to a Productive Day

1

Fed up of never making progress towards your bigger dreams & goals?

- Identify 3 tasks that will move you towards these and make these the first things that you plan into your day.

2

Spend the day wondering what you should be working on and when?

- Put fixed appointments on your schedule
- **Allocate time to your 3 most meaningful tasks**
- Add in time to eat, rest & exercise

3

Ever take on a big project but then find day to day life piles up?

- Note down what is needed to keep on top of things.
- Fit these into the gaps between those most meaningful activities.

4

Want to set better habits (or ditch bad ones)?

- Track the good habits - hold yourself accountable
- Give yourself a replacement activity to do in place of a bad habit

Date: _____

My 3 *Most Meaningful* Tasks are:

Outcome: _____ Action: _____ Time Needed: _____	Outcome: _____ Action: _____ Time Needed: _____	Outcome: _____ Action: _____ Time Needed: _____
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6am _____
7am _____
8am _____
9am _____
10am _____
11am _____
12pm _____
1pm _____
2pm _____
3pm _____
4pm _____
5pm _____
6pm _____
7pm _____
8pm _____
9pm _____
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11pm _____

Life's Admin

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Build a Better Habit

I will not _____

I will _____

End of Day Review:

Went well... _____

Do better next time... _____

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5

Are you waiting for life to get better/easier/calmer but keep repeating the same old behaviours every day and expecting different results?

- Look back at the end of each day for your learnings
- Lots ticked off... Yay! Celebrate :-)
- Not gone so well? What can you do differently next time?

Keep an eye on your inbox to discover the 5 mistakes people make when planning their day.

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1

Quality over Quantity

Trying to do #All.The.Things is going to keep you busy.

But being busy is **not** the same as **PRODUCTIVE**.

Busy is doing stuff. Productive is doing the **right** stuff.

So... what is the 'right' stuff?

The right stuff is going to move you towards **the life you dream of**: a fulfilling and rewarding career or business; fun family time; a clear, clean and inviting home; a healthy state of wellbeing; hobbies and interests; meeting up with your mates, ...

BUT... if these are the last things you put on your list then that life is never going to magically materialise.

If in the past, you've focused on making your list shorter, choosing all the quick and easy tasks then chances are you ran out of time for these more meaningful tasks.

What happens if you flip that on its head?

Put the actions that take you towards meaningful outcomes into your diary **FIRST**? Fit the small stuff in around those big impact items?

That me-time that seems so elusive suddenly becomes a daily reality!





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2

Take control of your Time

Q: What happens if you kick off the day with a to do list but without deciding when to do any of it?

A: You repeatedly loop through the list wondering what to work on next ... and whether it will all get done ... and what will end up rolling over to the next day (again!)

Common Mistake: Not knowing how long a task takes.

Studies consistently show that people are rubbish at guessing how long tasks take. They underestimate.

As a result, you overcommit, putting way more on your to do list than is actually possible in a day. You literally set yourself up to fail. Doh!

The good news... there is a super simple technique to get better. Keep a time log. Grab a pen & paper and note down how long every task actually takes you. You'll then get a clearer picture and get better at estimating time needed in future.

Action: The key is to use your calendar. Allocate your meaningful tasks time in your calendar.

Give these the clear, solid chunks of time. At times in the day when you are in your best energy.

Remember to also slot in time for eating, sleeping, personal care, & exercise.

Go from hoping things will get done to knowing when they'll get done.





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3

Keep on top of 'life's admin'

Yes, you want to be pursuing those bigger life goals. And that's easier to do when life is running smoothly, eg bins are out on bin day, bills are paid on time, there is food in the fridge at dinner time, ...

However, life's admin has a habit of taking over. No sooner have you ticked them off your list than the clock is ticking before they need doing again - no wonder you sometimes feels like a hamster on a wheel doing the same old, same old.

Parkinsons law is that tasks expand to fill the time available. Without a time limit, those 'life admin' tasks will just keep expanding.

Creating a vicious circle. Because you know this stuff could take all day, you pace yourself to make your energy last. Because you're pacing yourself the tasks take all day.

So how do you break that cycle?

In step two you allocated time to your most meaningful tasks. And you're now left with smaller pockets of time in between them, ie this creates natural limits on the time available for the smaller stuff.

Use that to your advantage. Like the day before going on hols, you've a deadline to beat. You only need to maintain your focus for short, sharp bursts.

Create a priority list of these tasks each day. When you hit a gap between the big tasks set yourself the challenge of seeing how many you can knock off in that time.





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4

Helpful Habits

Your brain accounts for about 2% of your weight ... but consumes about 20% of your energy. As a result of this imbalance, your brain does its best to be as efficient as possible.

One way to do this is to create habits. No thinking power needed. Something triggers the chain of events and you head straight into auto pilot.

Think about your morning routine. Chances are when you swing your legs out of bed the next few actions look pretty much the same day to day.

If your habits were created intentionally, designed to get you your desired result as quickly and efficiently as possible, that's great.

Unfortunately, a lot of habits come about by accident. Or are engineered by outside forces (yes Mr Zuckerberg I'm looking at your team of developers working to keep us hooked on digital dopamine).

So if you want to keep your best energy for the things that really need your thinking power you'll want to make the lower level stuff habitual.

Think about what helpful habits you can put in place to either minimise brain power or increase energy?

Drink 8 glasses of water? Take a break every 2 hours? Limit your time in social to 20 minutes, 3 times per day?

Bonus Tip: if there is a bad habit you want to break it helps if you have an alternative behaviour to replace it with otherwise autopilot will kick in and it will be hard to resist.



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5

Review & Refine

Chances are your day won't go exactly according to plan. #LifeHappens

So it's important to take a moment to reflect.

'Those who cannot remember the past are condemned to repeat it. ~ George Santayana

You may be tempted to skip this step.

- You've had enough of staring at your screen and want to close it down and walk away.
- There's dinner to cook and the kids need ferrying around to after school clubs.
- You'd like to sit on the sofa and watch the latest telly series that everyone is raving about before you accidentally hear a plot spoiler.

To ease you into this review process have a look at what you **HAVE** done. It is easy to always be focused on what still remains to be done. Instead, take a moment to give yourself credit and a pat on the back for that.

Look at what went well. Why did this work so well? How can you replicate that in future?

If it didn't go according to plan, ask yourself whether you could have done anything differently and think about how you might use that insight in future, eg if you underestimated time needed then decide how much time you'd allow next time.

And then you can plan the following day. With the benefit of all those learnings.



I'm a mum of 3, wife, & dog owner. Lover of early morning yoga & dark chocolate.
And I run my own business... All in Good Time.
Just like you, I am balancing lots of different aspects of my life. I know that the juggle is real.

Confession time... I like planning, spreadsheets and making lists.

However I appreciate that not everyone around me shares this enthusiasm.

But... they will say things like 'I don't know how you keep it all together' or 'I wish I could be as organised as you'.

I work with women who are juggling work, family & home.

Who on the outside look like they're doing a pretty decent job of holding it all together.

Financial advisers, leadership coaches, headteachers, to name but a few.

Inside though, they feel like they're spinning plates and that at any moment one (or more!) of them could wobble and come crashing down.

They've also an inner sense that they're capable of more. Of that next position at work. Of doubling the size of their business. Of getting that higher level qualification.

But... they hold back. Worried that if they're only just about keeping it all together right now, what will happen if they step up into that bigger vision.

Together we streamline their current life. Set them on firm foundations.

And then we co-create an action plan that sets out the path for them to step into their bigger vision. To live into their potential. To live a calm, organised and fulfilling life.