

POSITIVITY



101

Week 4: Productivity

Day 1: Learn

Productivity is a hot topic and has many myths and facts.



Take out a writing utensil and something to write on. Set a silent timer for two minutes.



Take a minute to write everything that you know about productivity. Make sure to include myths and facts that you've learned, how to maximize it, and what negatively affects it.



Discuss with your table why you wrote what you wrote.

Day 2: Prior Commitments

Productivity is, essentially efficiency. The best way to start being more efficient is plan *how* you'll be efficient.



Take out a writing utensil and paper. Set a silent timer for one minute.



Make a chart with Mon. - Fri. as headings.



Think carefully and write what prior (weekly) commitments you have on each day. Include when.



SAVE this paper for Day 2.

Day 3: Self Care

Often, we put self care aside in light of work. However, studies show that self care increasing productivity by decreasing stress/anxiety and improving cognitive function.



Take out your paper from Day 2. Set a silent timer for one minute.



Think about the days/times you planned to spend on your hobby (Week 3). Put that into your chart.



Think about what you need to do for self care (shower, meditation, skin care, reading a book, etc.) Schedule in when you'll do self care everyday of the week.



SAVE this paper for Day 3.

Day 4: Work time!

Whether we realize it or not, our minds tend to favor certain subjects at certain times of the day.

¹ Since this is a recurring schedule (not for a particular day), we'll be more likely to follow our schedule if we schedule for a general time (i.e. evenings, after dinner) rather than a specific one (i.e. 7pm)

² Things don't always go as planned. This often eats away at our scheduled self care/hobby time. Scheduling time as "back up" can help us maintain good habits while accounting for life's unexpected twists.



Take out your paper from Day 2. Set a silent timer for one minute.



Think about when would be the best time to work on certain types of work (i.e. doing homework the same day you have class or typing up notes right after a meeting).



Under each day, write what subject you will work on at what time of day¹. Next, schedule in "back up time" in case something takes too long².



SAVE this paper for Day 4.

Day 5: Affirmation and Finalization

Affirmations can help keep us accountable.



Take out your paper. Set a silent timer for 1 minute



Get another piece of paper and transfer your draft schedule to your new paper so it's more legible.



Above your new schedule, write an affirmation: "I, __ (your name) __, will follow this schedule to the best of my ability."



SAVE this paper in a place you see often.