

Productivity/Focus Touchstone Cheat Sheet

Kevin Wood, Author

Preparation

1. Do 20 minutes of exercise before work. Even a brisk walk counts.
2. Please, consider meditation. Even five minutes of conscious breathing will be enough.
3. Write out the most important tasks for tomorrow before you go to sleep. Pick 3.
4. Break large projects into tiny little tasks. Accomplishment breeds accomplishment.
5. Schedule your workday around your energy levels. Not everyone performs best from 9-5.
6. Clear your head before you work. Journal, create daily tasks, look over goals. Get everything out.
7. Get a picture of the day before you start. This will stop you from slipping into a reactive state of mind.

During the Workday

8. Ask yourself: what's my number one priority for the day? Do this first.
9. Clear distractions. Turn off Wi-Fi. Chuck your phone out the window.
10. Turn off all pop-up reminders and notifications.
11. At the very least, block distracting websites.
11. Do your most creatively intense task first. Your mind gets less sharp throughout the day.
12. Alternate between high-focus tasks and quick wins to sustain momentum.
13. Schedule breaks. Take a walk. Zone out. Give your brain a break.
14. Have you asked 'why' lately? It's harder to procrastinate if you care.
15. Do pushups or air-squats. It looks weird, but you'll improve blood flow and change your mental state.
16. If you can't focus, then Pomodoro. No one needs to work in multiple-hour long sessions.
17. Listen to music that promotes focus, like classical, or ambient electronic.
18. Walk away from your desk. It's okay, the world won't crumble. Seriously, give yourself 5 minutes.
19. Decide your task before you work. Indecision only breeds inactivity.
20. Email feels like work, but it's not work
21. Batch your emails in select times throughout the day
22. Do not check your email unless it's time to check your email
23. No, really, do not check your email unless it's time to check your email.

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After Work

- 22. Measure, track, and analyze your times to discover pockets of peak focus.
- 23. Have a time when you quit working every single day. Work smarter, not harder.
- 24. Take a day off. Seriously. You need time to recharge and unplug. We're not robots.

Reminders

- 25. Multitasking is nothing more than a myth. Don't fall into its trap. One thing at a time.
- 26. Track your time to discover and remove time wasters.
- 27. Plan your workday around when you feel the most awake.
- 28. If you hit a wall, take a five minute break. Being clear-headed is always better than stressed.

Long-Term Focus

- 29. Prioritize sleep at all costs. You can't focus when you're tired. Burning the midnight oil might work in the short-term, but it'll destroy you over time.
- 30. What you eat fuels your mind. Load up on healthy fats, veggies, and fruits.
- 31. Breaks are good. They don't make you weak.
- 32. Power naps can be God's gift to productivity. Schedule a 20-minute nap daily.
- 33. Your brain is 80% water. Drink more of it.
- 34. Change work positions to stay focused. Stand whenever possible.
- 35. In the long-term, regular exercise fuels your body and mind. A tired body equals a focused mind.

About the Author

Kevin Wood is a freelance tech blogger who thrives on writing meaningful content for online businesses. He writes at Wooden Writing <http://woodenwriting.com>.