



TEN TIPS TO A PRODUCTIVE DAY

KRISTINE CURRIER | BUSINESS COACHING

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RISE & SLAY

10 TIPS FOR A PRODUCTIVE WORK DAY

Routine is essential in achieving your goals. When your habits are formed and you are consistent, your business will evolve and gain momentum rapidly. Follow these 10 tips and see where you are in a week!

1. ***I love using*** a dry erase white board that has a calendar so I can see my month in advance without having to look at my phone calendar. I'm a huge advocate of using color pens for noting big events, birthday/holidays, travel and project deadlines. I use a board that has the month and a side panel that states Priorities and then I list by deadline my projects.
2. ***Schedule*** all your social media posts on [Hootsuite](#) for that week and if you are feeling super ambitious go for two weeks! This way you will not be clamoring and wracking your brain during the week trying to figure out what to post and trying to make time to post it.
3. ***Exercise!*** We can be told time and time again that we need to take care of ourselves first before we can take care of others and yet we still seem to place other priorities ahead of exercise. Personally, I have been loving the [Peloton](#) for the last two years and whether I get in a 20-minute or a full 45-minute workout on the bike it makes a **HUGE** difference in my attitude, sleeping pattern and completing whatever is on my goal list. If I am traveling, I use the [Peloton](#) App because you can use it anywhere. It is very rewarding! Initially it is a steep investment, however, I have not joined a gym since purchasing the Peloton because you truly do have everything at your fingertips.

“The dream is free The hustle is sold separately”

4. **Every morning** when I have my Bulletproof Coffee with the Cacao Butter (which is ridiculously good by the way) I read my devotional and write out my **three goals for the day**. There are a lot of journals, guides, step by step plans and every fancy, glossy thing you can imagine...or you can simply use a college ruled notebook. Whatever calls your name - you must start this habit! The more you see your goals, the more action you take, the more they become attainable.

5. **Time is** incredibly valuable. Your precious time needs to be allocated for work throughout the week. I use a project management software called [Asana](#) and personally I love it. It keeps me on task to complete my upcoming deadlines. Carve out the window of time that best works for you to complete your course, create your blog, research a topic, read a book/article, build your audience whatever it is and allot a small time period for **one of those projects**. I am notorious for focusing on one thing and then get completely side-tracked and move onto something else in a matter of moments. My husband likes to say, “Squirrel! Squirrel” because my head swivels to something else within seconds! I usually give the eye-roll, but the fact of the matter is -- he is 100% right! I am a night owl, so I work better late at night because I do not have distractions and I get completely in my groove. Whether you allot time in the morning, afternoon or night - you know yourself best, just complete it.

*“Success doesn’t come from what you do occasionally.
It comes from what you do consistently.”*

6. **Food.** Yes, planning is key when feeding the fam. I look at my calendar, see the agenda for who’s traveling and what after school activities are set. I will put in my calendar with an alert so in the morning if I need to thaw anything frozen, I will get it out to defrost. When I know what I will be fixing for dinner before the family is “*eating my ankles*” everyone is happy versus the “*hangry, I don’t know cycle*” and us all looking at each other like ravenous hyaenas from the *Lion King*. It makes for a much more pleasant evening before the homework fun begins.

Example Dinner Recipe

Ingredients

- Defrost Steak, Chicken or Salmon
- Butter
- Kosher Salt/Pepper
- Olive Oil
- Asparagus – clean, cut and toss in a bowl with olive oil and salt/pepper
- Microwavable Uncle Ben’s Rice (Original or Jasmine)

1. Season the meat or fish with kosher salt and pepper or any other seasoning you like. Second, heat an iron skillet and put salt on the bottom of the skillet.
2. If you own an Airfryer, place the asparagus in the air fryer for 12 minutes. Otherwise place the vegetable in your oven or toaster oven on 400 degrees, line the tray or baking sheet with foil and bake for 10 minutes.
3. Sear your meat in the skillet for 1 minute on each side. Then continue cooking on high heat and flipping the meat every 30 seconds until there is a nice crust. (This does not apply if you are cooking salmon). Once you have cooked your meat for a total of 4 minutes for steaks, add a slice of butter on top of the steak and let it melt. Remove the steaks because they will continue cooking and let them rest. If you are cooking chicken cook the chicken for 7-9 minutes, then place the skillet with the chicken in your oven for an additional 10 minutes.
4. Place the rice in the microwave for 90 seconds.
5. Voila’ you have dinner!

“Self-confidence is the best outfit, rock it and own it.”

7. **Me time.** Clearly, exercise comes first but I am a beauty lover too and I need some time during the week to do my thang! I would love to say, “*I woke up like this....*” But no, that would be the sheet mask, clay mask or [NuFACE](#) working overtime to get this skin in check. When I use the red light [NuFACE](#) adapter and am sitting with the kids they think their mother has turned into an alien. I look at this way, not only are you teaching your kiddos hygiene, but you are also taking care of yourself #WIN!
8. **Check and Double Check.** I review my goals and tasks from my journal and [Asana](#) and check off what I have completed, and man does that feel good! This will give you confidence to finish bigger projects and break through the barrier of what is preventing you from achieving it now.
9. **Read.** I read every night because I enjoy reading inspirational, motivational and of course the occasional thriller. When you read about other people’s stories, we identify with them and it inspires us to persevere. Here are some books that are essential to life and a few goodies that will keep you on the edge of your bed and you won’t want to put it down!

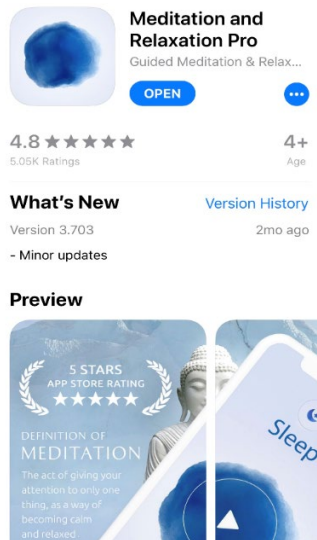
Recommended Reading ~

The Four Agreements – Don Miguel Ruiz
The Alchemist – Paulo Coelho
Daring Greatly – Brene’ Brown
Girl Wash Your Face – Rachel Hollis
Girl Stop Apologizing – Rachel Hollis

The Universe Has Your Back – Gabrielle Bernstein
We’re Going to Need More Wine – Gabrielle Union
An American Marriage – Tayari Jones
My Husband’s Wife – Jane Corry
Big Little Lies – Liane Moriarty

“Your only limit is your mind”

10. **Meditation.** Let's just begin there.... I am not the best meditator because my brain never wants to shut off. However, I cannot say enough about this app called “*MEDITATION*” her voice instantly relaxes me, and I am asleep within her 14-minute sleep session. Not only does she work for me, but my kids and hubby too! Enough said! Download it and you can thank me later.





THANK YOU!

Have a wonderful and productive day!

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