



- ☐ Set adequate lighting
- ☐ Wear comfy, well-fitting clothing
- ☐ Ensure pleasing climate control
- ☐ Use comfortable, supportive furniture
- ☐ Use "Chat Show Method"—pretend to teach someone else to help you learn quicker and retain the information longer

## Reduce head clutter with action lists

- ☐ Less to remember reduces stress
- lacksquare Crossing off finished tasks increases satisfaction
- ☐ Draw, scribble, doodle or type to create lists that work for you

## Stay on schedule

- ☐ Use visual or audible timers or alerts
- ☐ Set the timer for short working spurts and relatively frequent breaks
- ☐ Rehydrate, exercise, get a protein snack, take some deep breaths, meditate or go for a stroll to refuel your body & mind
- Avoid unnecessary distractions such as checking emails or getting sucked into social media
- ☐ Use your peak performance hours for high concentration & physical tasks

## Plan for restorative sleep

- ☐ Use black out curtains—particularly during longer daylight days
- ☐ Avoid food and beverages within 2 hours of bedtime
- ☐ Remove electronics, professional work, and clutter from the bedroom—create a relaxing environment
- ☐ Find bedlinens that are soft, comfortable, non-allergic
- ☐ Set climate control to a pleasing temperature or use a ceiling fan

## Break tasks & projects down

into bite-sized pieces

- Avoid overwhelm
- $f \square$  Fit into your available time-frame
- $f \square$  Attain quicker wins & gratification



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