

Productivity Pointers.

Discover new lessons every day which can be completed in around 5-10 minutes.



Monday	Tuesday	Wednesday	Thursday	Friday
<p>Manage Energy, Not Time (2m 24s)</p>	<p>Strategies to Accomplish More (1m 25s)</p>	<p>Activity: Block off four short breaks in your calendar next week</p>	<p>The Ultimate Superpower (1m 58s)</p>	<p>Making Sense of Your Workflow (3m 46s)</p>
<p>Activity: Set one intention for this week to keep you focused</p>	<p>Why Working Harder Isn't Working (3m 8s)</p> 	<p>Making Hard Decisions about Priorities (1m 34s)</p> <p>Activity: Make a list of ways to spend your free time today (e.g. on specific tasks, relaxing, reading etc.)</p>	<p>Attention Practices (4m 10s)</p>	<p>Prioritize Your Time and Attention (3m 7s)</p> <p>Activity: Block off time each day next week to read and respond to emails</p>
<p>Ways to Get in "The Zone" and Get Things Done (2m 48s)</p> <p>Optimizing for Peak Productivity (2m 49s)</p>	<p>Activity: Make time for something fun and energizing in your calendar next week</p>	<p>Five Steps to Finding Your Own Success (2m 19s)</p>	<p>Pairing Energy with Your To-Do List (2m 54s)</p> <p>Activity: Before signing off today, make a list of the big things you want to focus on tomorrow</p>	<p>Reflection: What were your biggest takeaways from the Productivity Pointers challenge?</p>