

## September 2024 – Productivity Challenge

The fast pace of our society can make us feel rushed, busy, and like we have no choice but to multitask. These behaviors make us less productive and leave us feeling burnt out. Focus on the weekly challenge to the left of each work week. Check off each day you meet the goal. Try to carry over the productivity tips to the next week so that you can continue to improve your productivity. Take a deep breath and focus on one thing at a time!



Name: \_\_\_\_\_

Department: \_\_\_\_\_

| Weekly Challenge   | Monday                                   | Tuesday                                  | Wednesday                                | Thursday                                 | Friday                                   |
|--|--|--|--|--|--|
| Prepare the night before & start fresh in the morning – Set out your clothes, prep breakfast, coffee maker, etc. At work, take a few minutes to organize your space, go over tasks and plan for the day  | <b>2</b>                                 | <b>3</b>                                 | <b>4</b>                                 | <b>5</b>                                 | <b>6</b>                                 |
|  | <b>Happy Labor Day!</b>                  | I prepared the night before              | I prepared the night before              | I prepared the night before              | I prepared the night before              |
| In addition to preparing the night before, set your alarm for 15 minutes earlier than usual each day this week (and don't hit snooze). See if you feel less rushed in the mornings.  | <b>9</b>                                 | <b>10</b>                                | <b>11</b>                                | <b>12</b>                                | <b>13</b>                                |
|  | I woke up 15 minutes earlier today       | I woke up 15 minutes earlier today       | I woke up 15 minutes earlier today       | I woke up 15 minutes earlier today       | I woke up 15 minutes earlier today       |
| Quit multitasking & be present – focusing on too much at once makes us lose efficiency. Commit to one task at a time. In all aspects of life, devote all your attention to what you're currently doing. This will help you fully enjoy when it is time to unplug & focus on the present. | <b>16</b>                                | <b>17</b>                                | <b>18</b>                                | <b>19</b>                                | <b>20</b>                                |
|  | I focused on one thing at a time today   | I focused on one thing at a time today   | I focused on one thing at a time today   | I focused on one thing at a time today   | I focused on one thing at a time today   |
| Create deadlines – Having an open-ended task can encourage procrastination. Create small and large deadlines to help manage your progress and keep you motivated.  | <b>23</b>                                | <b>24</b>                                | <b>25</b>                                | <b>26</b>                                | <b>27</b>                                |
|  | I set & worked towards meeting deadlines | I set & worked towards meeting deadlines | I set & worked towards meeting deadlines | I set & worked towards meeting deadlines | I set & worked towards meeting deadlines |
| Schedule small breaks & take them! – This can improve focus and drive, and prevent burn-out. Try to be active on your break to help lower stress levels and move your body   | <b>30</b>                                |  |  |  |  |
|  | I scheduled & took breaks today!         |  |  |  |  |

Turn in your completed log through interdepartmental mail to **Jenifer Pressley** at the **Cullowhee Recreation Center** by October 7th.