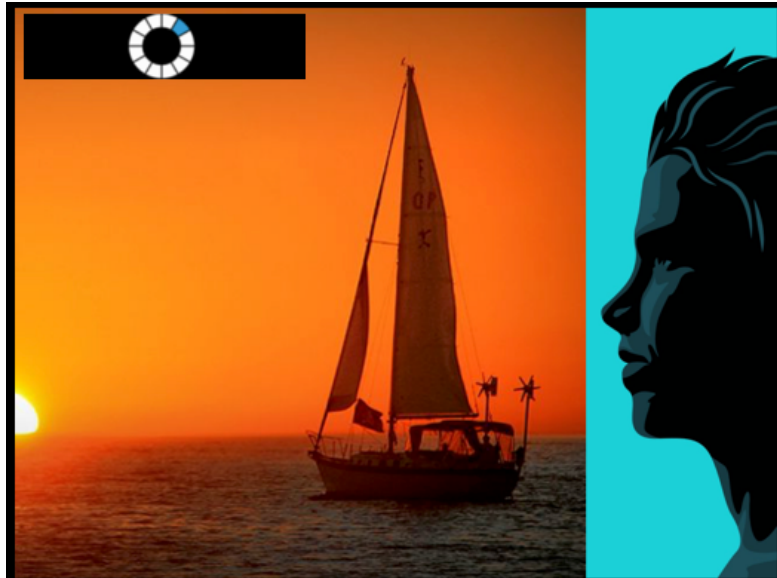


10 Point Plan – Surviving Lockdown

Point 5: Prioritising and Starting off



Success is not automatic or guaranteed, it needs to be planned, learnt and followed through by executing appropriate daily habits. These daily habits will help set you up for a successful and productive day, and that starts by organising activities in the time before you go to bed.

5.1 SYSTEMIZE – Organise the night before. Print off your daily planner, fill in your key appointments, jot down items for your quick to-do list, add things you may not have completed that day, purge your thoughts, ideas and things on your mind, by writing them down as either successes, reflections, or reminder notes. This has the effect of clearing your desk and mind of things you don't need to take into your dream world.

5.2 SUNRISE – Make the most of the dawn. Create a morning ritual that you start doing every day upon waking. Choose those activities that help may you feel centred, balanced and allow you to move into your day from a place of inner harmony. This can involve breath-work, meditation, yoga, journaling, stretching or light exercise, that takes as little as five minutes or as long as an hour. Life is a one day at a time journey, so think what needs to be done today.

5.3 START – Make sure that the first meal of the day is healthy so you have enough energy to take action and think clearly. Where you eat first thing and have a health breakfast or practice intermittent fasting until lunch, make sure the first fuel you add to your body is inspiring, interesting and contains lots the right components to kick-start you into the right frame of mind, and give your body the key ingredients for success.

5.4 SHAPE – Prioritising activities can really help to shape your day into something special and rewarding. Starting off can be difficult, especially if you have lots to do. Do the most challenging, important or stressful task of the day first, so you can go about the rest of your day more relaxed and knowing that you have gained momentum early on.

5.5 SCHEDULE – Break complex actions into bit size tasks. It is easy to get distracted so set boundaries around how much time you spending doing each task, that is both working or not working. Make sure you have time built into your schedule for exercise, meditation, cooking, connecting with loved ones, getting outside into the fresh air, or doing what is important to you and your family. Doing this may seem like a you have less control, but it will make your more efficient and productive on the essentials and work related activities, giving you more time on the important things in your life.

5.6 SUSTENANCE – You have started with a great breakfast, don't ruin it by having too much high sugar, meat-heavy or processed meals for the rest of the day. Remember to drink enough water. Your mind doesn't know the different between thirst or hunger, so if you are feeling peckish or in need of some energy, try drinking some water first, then a healthy snack if you must between meals. Look at the quantity of your portions, your mix of fats, proteins and carbohydrates, vitamins and sugars. Don't forget fruit has lots of natural sugars so don't go mad with too much fruit. Have a selection of healthy snacks that are quickly and easily available, which should keep you on track. Minimise alcohol, caffeine and other cheats.

5.7 SPOTLIGHT – Focus on one task as a time and do it with all your focus. Don't be tempted to multi-task; it takes your mind away from focusing on a task, as you have to bring yourself up to speed on the other tasks which if you do this repeatedly it is a waste of your effort and drains your resources and energy levels. Try not to keep checking your phone, social media or emails. When you are working or with friends, give it your full attention; you will feel more engaged, which means you will be more empowered, productive and connected.

5.8 STEPS – You don't have to count the number of steps you do every day, but make sure you move your body regularly. This helps move the blood around your body and raise your heart beat which will give you more energy and confidence to achieve success. You don't need to spend hours at the gym, just take exercise regularly, either walking, take the stairs not the lift, take a quick walk between meetings to give your mind a rest and help reinvigorate your body. Don't stay sitting for too long, remember to get up and stretch regularly. The greatest ideas often come when you are moving and away from electronic devices.

5.9 SNIGGER & SNORT – Don't forget to laugh, chortle, giggle and play during the day. What is the point of achieving one thing after another if you don't enjoy yourself along the way! Spending time with loved ones, having friends around or connecting via video-chat, riding your bike, taking a long bath or playing your favourite music.

5.10 SLEEP – You can't expect to feel calm, centred, balanced, refreshed, happy or productive if you are running on only a few hours' sleep a night. Make rest sacred. Aim for seven to nine hours a night. During sleep, the cerebrospinal fluid present in the brain, washes in and out like waves, helping the brain to get rid of accumulated metabolic 'trash' and harmful waste proteins that build up during the waking hours. This helps you wake up to your beautiful morning ritual ready with enough energy to live out another successful day.