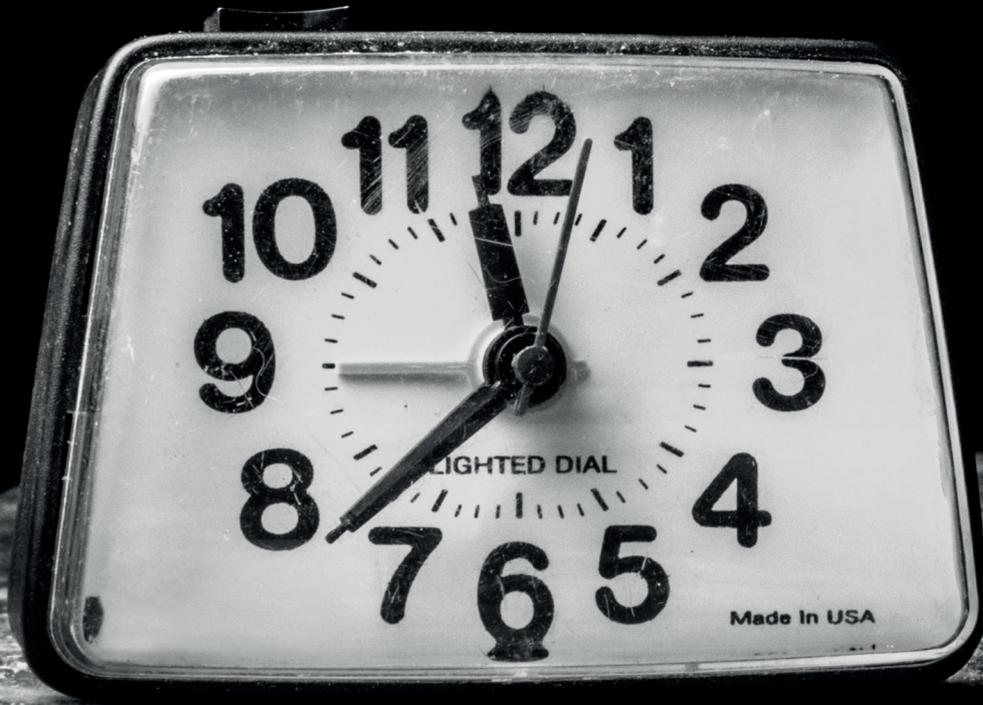


WAKE UP. KICK ASS. REPEAT.

2 WEEKS OF PRODUCTIVITY

THE WORKBOOK



SHARON DUSK

TIPS & TRICKS.

- #1 Get up early. No need for explaining. Also go to sleep around the same time each evening.
- #2 Write your daily to do list the evening before, it will help you sleep better.
- #3 Plan your outfit for the next morning.
- #4 Exercise! Preferable in the morning since it will help you concentrate.
- #5 Take breaks. At least every 45 minutes, it's much better for your back if you move around a little bit every 45 minutes. Even if you only grab yourself a drink.
- #6 Plan "spare time" for last minute assignments or in case something takes longer than expected.
- #7 Look your best everyday. Why? Because it will make you feel better, and if you feel better and more confident your work will be better as well.
- #8 Use your e-mail and social media only on specific times, turn off the notifications during the rest of the day.
- #9 Two minute rule: if something only takes two minutes don't bother planning it, just do it that very moment.
- #10 Eat the frog. Start with the hardest task, when you've accomplished it you will feel much more productive during the rest of the day and everything else will seem way easier!
- #11 Share it! Get a challenge buddy or share your progress with a friend or online. It helps staying motivated, and if you can't motivate yourself anymore they will!
- #12 Reward yourself. Make sure to rest properly and even get yourself a (small) reward for working this hard!
- #13 **DON'T GET MAD AT YOURSELF!** Never ever think you've failed if you haven't been as productive as planned. Failure is only progress and nobody's perfect. Just focus on what you did achieve and learn from every small part of the challenge. Even if you've only downloaded this workbook and haven't even done anything yet it's already a small step you've accomplished and I'm proud of you.

**“WHAT YOU DO
TODAY CAN
IMPROVE ALL
YOUR
TOMORROWS.”**

Thanks a lot for using my workbook! I hope it helped and that you've enjoyed working with it. If you have any feedback please send an e-mail to contact@sharondusk.com.

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