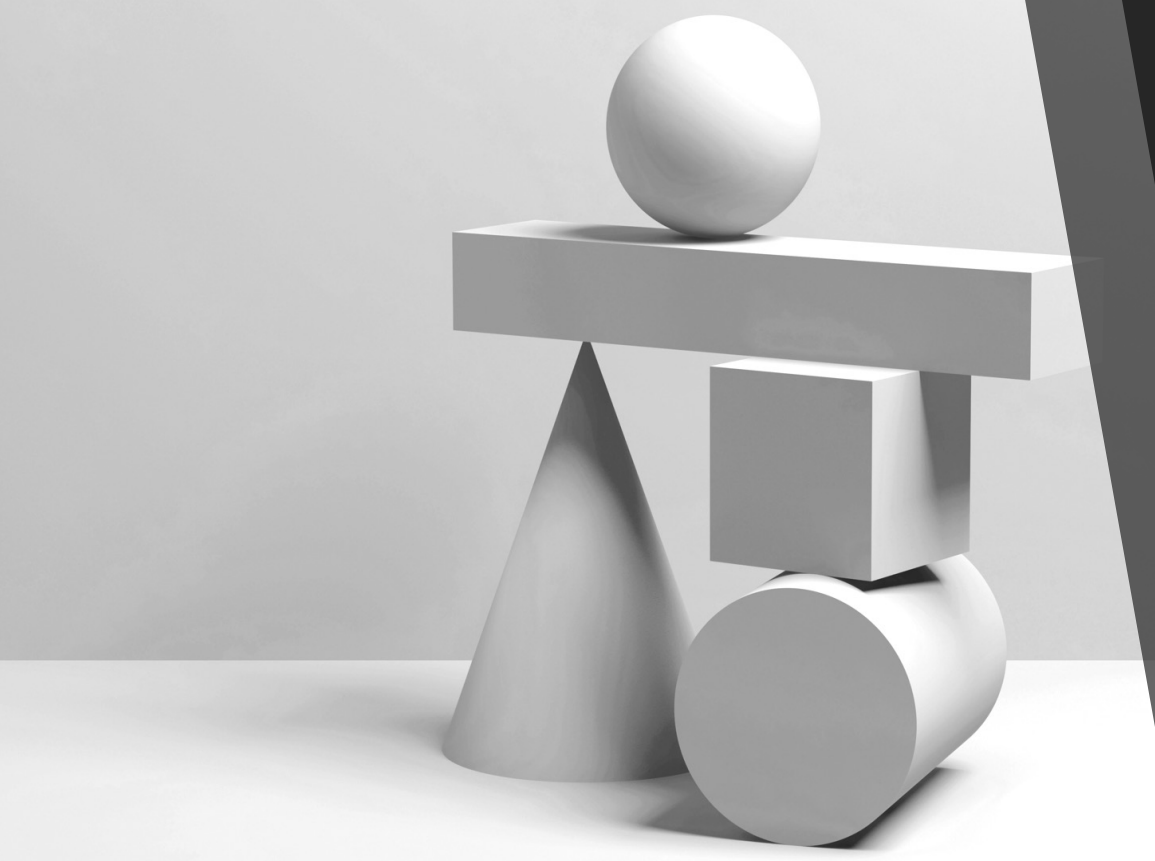
louisemathias



TAKE 30 MINUTES TO ACHIEVE 20% MORE IN YOUR DAY

WWW.LOUISEMATHIAS.COM.AU

© 2021 – Louise Mathias. This tool is proprietary. Do not duplicate, distribute or train from without written permission. Email: louise@louisemathias.com.au

louisemathias

TAKE 30 MINUTES TO ACHIEVE 20% MORE IN YOUR DAY

Increasing focus, showing up at the best version of you, being present, and diarising block time to increase your productivity by 20% every day is a game changer. Louise has repeatedly proven this with her private clients. Below are 3 areas you must learn to master to feel happier, be more productive and make the progress you deserve.

DAILY PRIORITIES

These are the main things that I must complete by the end of the day

1. **PRIORITY TASK**……
2. **PRIORITY TASK** ……..
3. **PRIORITY TASK** ……..

I will prioritize and time block my calendar every day to DO these before distractions (see below)

DISTRACTIONS

These take a lot of my time in the day/week, and they don't help me reach my goals.

1. ……
2. ……
3. ……

Every day, I will be aware of distractions and time wasters and focus my time on what's most important that day/wee/month

BLOCK TIME

I must focus my attention and time to be 20% X more productive

1. I will schedule uninterrupted time blocks (50 mins) in *'real time*' every day so that I'm focused, not reacting to every interruption or demand. Time blocks will be scheduled in the day for unexpected crises ahead of time.
2. I won't start the day off with '*distractions.' (like emails)* I will plan and diarise block time each day to manage my time.
3. I must move, stretch, or get up for at 2-3 minutes every hour. How will I remind myself to make that a habit?

© 2021 – Louise Mathias. This tool is proprietary. Do not duplicate, distribute or train from without written permission. Email: louise@louisemathias.com.au



louisemathias

TAKE 30 MINUTES TO ACHIEVE 20% MORE IN YOUR DAY

R.A.I.D ASSIGNMENT

Make a list of your daily and weekly activities (separate pages). Drop them in the columns below. Diarize time in your calendar every day/week to move forward more productive and less overwhelmed

RELEASE	ASSIGN	IMPROVE	DO (MUST)
Distractions and time wasters. The benefits don't match my time investment. They don't help me achieve my short- or long-term goals	**What pressing but not important activities prevent me from achieving my goals? Can I say '*no*' or assign to a later time block space or assign to someone else?**	**What do I intentionally need to learn, improve and practice with discipline so I'm present, productive, as the best version of me, knowing what's most important to me**	**Feelings, actions, thinking, activities that I proactively commit to do and continue to do to achieve my daily and long-term goals.**

© 2021 – Louise Mathias. This tool is proprietary. Do not duplicate, distribute or train from without written permission. Email: louise@louisemathias.com.au