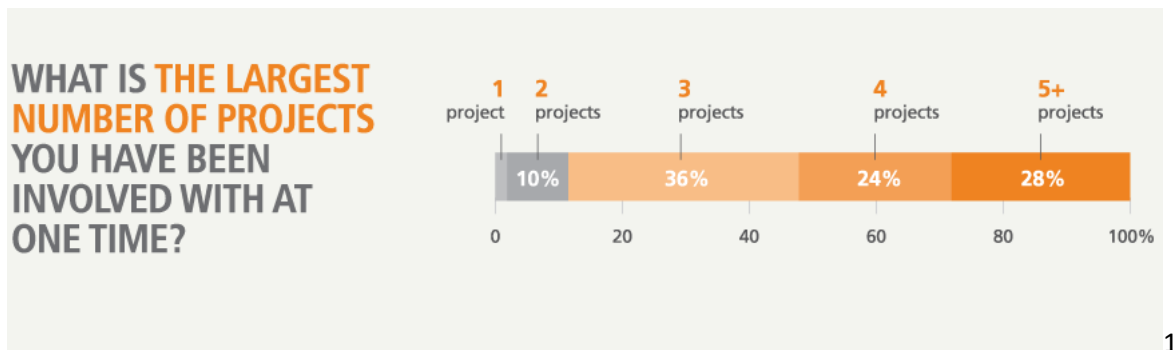
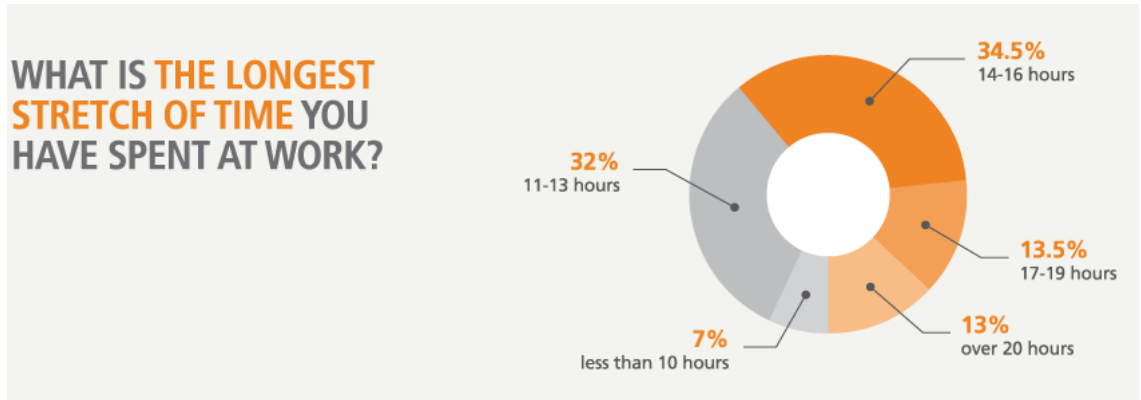


“The point of having a routine or schedule is not to confine or restrict you, it’s to give you something to fall back on when everything goes to shit.” -Latisha Franklin



We’re too poor not to be buying only the best. (Words from Nontalie’s family)

Translation

Do it full out the first time and make that your only time.

Tackle 3 things today:

- 1) Creating a day to day life you want to live
- 2) How to decide what to do when there’s so many options
- 3) Being effective and efficient in planning

1. Mission statement? *Give time to write or sketch out a personal mission statement*
  - a. Should be the backbone of all your decisions, this is your why
    - i. What matters most to you?
    - ii. Driving factor in choices you make?
2. Creating a routine *Give time to write out current*
  - a. You know there are at least \_\_\_ constants in your day.
    - i. Morning routine

- ii. Evening routine
- 3. Scheduling
  - a. Most of the battle is actually giving yourself the time
    - i. Put in your “non negotiables” first
      - 1. Add ~15 min buffer time before and after
        - a. Ex. If meeting at 3 pm give yourself 15 min before the start of the meeting to just prepare and 15 min after to debrief
    - ii. Do what need to get done for the day first
      - 1. Know yourself when deciding when to do things
        - a. Ex. Law of momentum is real for me. If I sit down less likely to get back up
      - 2. Use the 15 min rule
        - a. Try the task for 15 min and if you’re feeling it after 15 min go to the next task
    - iii. Recognize your limitations
      - 1. Set a certain number of tasks you will get done and throw in extra
        - a. Ex. I give myself 3 work tasks a day
    - iv. Time block
      - 1. Give yourself full chunks of time to complete a task and use any remaining time to take a walk or stretch or just a mental break
        - a. Writing = 2 hours if I complete my task for the day in less than 2 hours then I’ll use the remaining time to walk outside and/or eat
  - b. Say yes intentionally.
    - i. Make sure you have extraordinary reason to say yes. Make sure it aligns with mission
- Common roadblocks
  - Sit in a routine that doesn’t work for too long
    - Remedy: Evaluate your schedule as much as you need to! Ask yourself is it working for you (literally working lol)
  - Not being realistic in the time you allocate to work on/complete tasks
    - Remedy: time yourself doing specific tasks
  - Assuming you’re just going to schedule in and actually do those dreaded tasks
    - Remedy: Incorporate them into nonnegotiable places in your schedule
      - Ex. I write for 30 min on my way to work, it’s a time where I’m forced to sit, might as well write.
  - Not having a system
    - Remedy: Use a physical calendar/planner or outlook or google
  - Not being flexible
    - Remedy: Be prepared for your day not to go as planned 😊

Most importantly don’t be afraid to change it up or try something new. At one point I was changing my schedule weekly until I got into a smooth groove.

Create the life you want to live!

<sup>1</sup>[https://www.stemcell.com/efficient-research/demands-of-science-report?utm\\_source=internal&utm\\_medium=email&utm\\_campaign=cs\\_efficient20&elqTrackId=86cf5abd8cc847aa8a63fcbaa58ce4f7&elq=9ff2a936269c436e9a86e6136e8fce36&elqaid=25472&elqat=1&elqCampaignId=12866](https://www.stemcell.com/efficient-research/demands-of-science-report?utm_source=internal&utm_medium=email&utm_campaign=cs_efficient20&elqTrackId=86cf5abd8cc847aa8a63fcbaa58ce4f7&elq=9ff2a936269c436e9a86e6136e8fce36&elqaid=25472&elqat=1&elqCampaignId=12866)

<sup>2</sup>[https://www.stemcell.com/efficient-research/scientist-value?utm\\_source=internal&utm\\_medium=email&utm\\_campaign=cs\\_efficient20&elqTrackId=97a131931b914297b58d32416bd94bc7&elq=9ff2a936269c436e9a86e6136e8fce36&elqaid=25472&elqat=1&elqCampaignId=12866](https://www.stemcell.com/efficient-research/scientist-value?utm_source=internal&utm_medium=email&utm_campaign=cs_efficient20&elqTrackId=97a131931b914297b58d32416bd94bc7&elq=9ff2a936269c436e9a86e6136e8fce36&elqaid=25472&elqat=1&elqCampaignId=12866)