

POWER UP YOUR PRODUCTIVITY

Planner

10 DAY CHALLENGE
FROM THE PA PORTAL

BEFORE YOU START

This challenge will help you develop good business habits which will stick with you. By spending 15-30 mins on each task you will boost your productivity for the day and help brush off that creeping feeling of overwhelm! Pick any day of the week to start on, read and refer to the details in the supporting Blog and see the difference you can make!

GO FOR IT!

DAY ONE

Create your to-do list for tomorrow!

DAY TWO

Set your alarm 15 minutes earlier than normal!

DAY THREE

Time for a workspace Spring clean!

DAY FOUR

Set your goals for the week ahead

DAY FIVE

Set clear deadlines for your important tasks

DAY SIX

Focus on one task at a time

DAY SEVEN

Diarise work intervals

DAY EIGHT

Check and respond to emails in batches

DAY NINE

Diarise a break from work

DAY TEN

Review and reflect

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WRITE YOUR WISH LIST

DAY ONE

DAY TWO

DAY THREE

DAY FOUR

DAY FIVE

DAY SIX

DAY SEVEN

DAY EIGHT

DAY NINE

DAY TEN