

THE **MODEL** HEALTH SHOW

PRODUCTIVITY CHECKLIST

“IT IS NOT ENOUGH TO BE BUSY... THE QUESTION IS: WHAT ARE WE BUSY ABOUT?”

~ HENRY DAVID THOREAU

Perform this peak productivity checklist once per week before beginning your work week (preferably Sunday late afternoon/evening) to hit the week rolling with momentum.

- Chunk together all of the same/similar activities you’ll be doing in your work week ahead. (i.e. responding to emails and social media messages -- Writing blog posts and writing other content -- all sales calls -- all meetings -- etc.**

Jot them all down on a blank document or a piece of paper.

Chunking is segmenting your time in concentrated blocks of similar work!

Be sure to review the benefits of chunking/mini-specialization in the

[Boost Your Productivity video](#).

- Decide if you’re going to chunk similar tasks together at certain times of the day, or certain days of the week.**

For example, you can chunk your day so that 8am to 10am is writing time -- 10am to noon is replying to emails -- 1pm - 3pm is time for meetings (phone, skype, and in person) -- etc.

or

You can chunk your week by scheduling Monday (for example) as a content writing day -- Tuesday is replying to emails and social media messages -- Wednesdays is all meetings that week -- etc.

 Put your blocked times on your Outlook or Google calendar for the week.

Example:

AT-05	Sun 5/17	Mon 5/18	Tue 5/19	Wed 5/20	Thu 5/21	Fri 5/22	Sat 5/23
6am	6 - Rise & Shine! :-)	6 - Rise & Shine! :-)	6 - Rise & Shine! :-)	6 - Rise & Shine! :-)	6 - Rise & Shine! :-)	6 - Rise & Shine! :-)	6 - Rise & Shine! :-)
7am							
8am							
9am		8:30 - 9:30 Email for awesome new post	9 - 4p Writing	9 - 10 Podcast email	9 - Social connect time	8:30 - 10:30 Wrap up client protocols	8:30 - 12p The Model Health Show Review & Prep
10am		10 - 4p Research		9:30 - 10:30 Show Review & Prep			10 - 11:30 FLC Additions
11am				11 - 1p The Model Health Show - 11am Drew Manning! - Noon Alex Jamieson!	11 - 12:30p Interview on ReWild Yourself! Podcast		11 - 12p Braden's game
12pm						12p - 1p Lunch	11:30 - Social
1pm		12:30p - 1:30p Lunch	12:30p - 1:30p Lunch		1p - 2p Lunch		
2pm		2:15p - Team!		1:30p - 2:30p Lunch		1:30p - 3:15p The Good Dad Project Podcast	
3pm				2:30p - 3:30p Social connect time	2:30p - 4:30p Client Consultations		
4pm				3:30p - Meet @ Wilson School		3:30p - 4:30p Client Consultation	
5pm		4:30p - 5:30p Training Day - LEGS	4:30p - 5:30p Training Day - Chest & Back	4:30p - 5:30p Social connect time	4:30p - 5:30p Training Day - SHOULDERS & ARMS		
6pm							
7pm							
8pm							
9pm							
10pm	10p - Lights out :)	10p - Lights out :)	10p - Lights out :)	10p - Lights out :)	10p - Lights out :)	10p - Lights out :)	10p - Lights out :)

- Eliminate distractions - When the work day begins, turn off social media notifications, turn off your ringer (unless there is an extremely urgent reason someone will need to get in touch with you), optionally set an automated email responder to let people know when you'll be answering emails if you need to. Here's an example from Jairek Robbins:

Greetings, Friends and Esteemed Colleagues!

My goal is to live an EXTRAORDINARY LIFE... so I only check my e-mails at 12 pm pst and 5 pm pst.

All other times I will be out finding ways to inspire people and make a lasting difference in their life...

Remember... Life is what you make it... Make yours a MASTERPIECE!!

Jairek Robbins

Here are some additional tools and resources to help you stay on track and get the most out of your day:

Rescue Time - Raved about in everything from Business Week to The New York Times to help you uncover where you've been wasting time and how to get it back.

WriteRoom - For distraction free writing on MAC
<http://www.hogbaysoftware.com/products/writeroom>

Dark Room (For distraction free writing on Windows)
<http://jjafuller.com/dark-room>

- Add in some strategic break times - Set a timer to mess around, do some stretching, dance, or whatever you feel like doing.
- Make sure your office/workspace is set up in a way that encourages you to feel good and be more productive. Here are some examples you can use to liven things up:

- Go green - Research shows that people with plants in their office space tend to be more productive.
- Music (anything from classical music, to epic movie instrumentals, to catchy pop music might be just the thing for you). Test it out and see. If you like silence, that's all good too.
- Put up inspiring pictures, quotes, or affirmations that get your fire going.

Productivity is really created BEFORE your work day begins. Do these things each morning before work to set yourself up for success.

Each morning before work:

Take your “Inner Bath” each morning to start your day by drinking at least 24 ounces of high quality water as soon as you are up out of bed. (For crucial information on what water to drink, be sure to see [this: Hydration And Water Masterclass](#))

Do at least 5 minutes of breathing exercises and/or visualization.

This is a great opportunity to visualize your day and utilize the scientifically proven benefits of visualization.

Do at least 5 to 10 minutes of exercise.

This is not to get crazy ripped. This is to utilize the benefits of the energizing hormone secretions that come along with exercise. Some options are:

- Rebounding using a mini-trampoline (This is what I currently do most mornings. This is the rebounder I use: [Fitness Trampoline](#))
- Power walk (listening to a podcast or audiobook is a great idea here)
- Tabata or another form of HIIT (I share the full details on HIIT and why it's so effective right here: [Top 15 Ways To Do HIIT For Fat Loss](#))
- Or hitting the gym or home gym for your full workout (60 minutes or less)

Choose your meal, drink, or go IF.

Many people can boost their productivity by doing some intermittent fasting (IF) during the work week. However, blending your favorite coffee or tea with healthy fats like coconut oil, ghee, or grass fed butter can be an excellent choice to go with. Another choice is a meal high in healthy fats, moderate in protein, and high in non-starchy vegetables as a solid way to start your day as well.

Be sure to review the IF portion of the [Boost Your Productivity video](#) along with the slides to uncover what might be best for you.

Be sure to confirm that all of these boxes are checked off each week. Now, go out there and get stuff done!