

# Ultiself Productivity Routine

Improve focus, prioritize better and simply accomplish more with the powerful Ultiself Productivity Routine.



**Goals Review** - Knowing your specific tasks and how they relate to the big picture boosts your productivity.

**ACTION** - Review, write down and prioritize your goals every day.



**Declutter** - Tidying up your workspace improves your mood and helps you find things easily.

**ACTION** - Put things in their place and throw away everything you don't need to get your tasks done.



**Breathing Exercises** - Breathing helps you clear your mind and avoid mental blocking.

**ACTION** - Whenever you feel stuck, take a few minutes to breathe and start again.



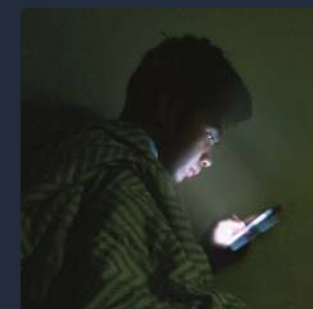
**Focus Training** - Losing focus on your tasks leads to a waste of time.

**ACTION** - Take some time every day to train your focus and/or meditate.



**Idea Generation Training** - The ability to generate ideas brings about more creativity and problem solving.

**ACTION** - Write down 10-20 ideas every day in a journal.



**Digital Sunset** - Sleep quality and rest improves focus ability and your speed processing.

**ACTION** - Avoid looking at screens all together for 1 hour before you go to bed.



**Eat Blueberries** - Eating blueberries can reduce barriers to learning and improve your ability to multitask.

**ACTION** - Eat a cup of blueberries every day.