

# My PRODUCTIVITY List

Ordinary & Happy

## 15 MIN

Write down your goals for the week ☐  
 Create a to-do list for the day and prioritize tasks ☐  
 Review monthly calendar - have I forgot key dates? ☐  
 List tasks you've procrastinated on - make plan ☐  
 Delete any apps you don't need on smartphone ☐  
 Organize computer files in 15-min time increments ☐  
 Back up all files to the cloud or an external drive ☐  
 Do a quick workout at home. ☐  
 Go for a quick walk to clear your head and reset. ☐  
 Write 5 things in gratitude journal ☐

## FINANCE

Create or revise your budget ☐  
 Review subscriptions/cancel ones you don't need ☐  
 Review bank statements to spot any surprises ☐  
 Educate yourself on how to invest your money ☐  
 If you have any debt, make a plan to pay it off ☐  
 Use a retirement calculator to get a retirement date ☐  
 Track spending for week/month and categorize ☐  
 Call to get better deals on phone/internet/bills ☐  
 15-60 minutes every month for accounting ☐  
 15-60 minutes weekly to read/learn about finance ☐

## ONLINE

Clear your inbox of junk emails ☐  
 Watch a TED talk ☐  
 Sign up for an online course to learn a new skill ☐  
 Set up or update your online calendar ☐  
 Review privacy settings of your social media profiles ☐  
 Sign up for service that sends news in 5-min email ☐  
 Try app or browser blocker for a set time every day ☐  
 Create your own productivity music playlist ☐  
 Join an online conference or workshop ☐  
 See if you can automate any tasks ☐

## MYSELF

Create a personal bucket list ☐  
 Pick up a hobby that will make you happy ☐  
 Pick an audiobook or podcast for commute/driving ☐  
 Brainstorm some solutions to your biggest stressors ☐  
 Schedule in at least 15 minutes of exercise daily ☐  
 Journal in the morning and/or in the evening ☐  
 Create a meal plan for the week ☐  
 Pick a Saturday and organize an at-home spa day ☐  
 Light scented candles/use essential oil diffuser ☐  
 Do 10-15 minutes of easy yoga or stretching ☐

## CAREER

Create or update your LinkedIn profile ☐  
 Find a networking event to attend ☐  
 Attend a skills workshop in your field ☐  
 Look up salary ranges for job - see if underpaid ☐  
 Apply for dream job/sign up for course to level up ☐  
 Find a mentor in your industry (or desired industry) ☐  
 Document your achievements in your job this year ☐  
 Start a free monthly meetup for people in industry ☐  
 Write articles with insights you've gained in industry ☐  
 Refresh your resume at least once a year ☐

## FRIENDSHIPS

Send a message to a friend to catch up ☐  
 Set up zoom call to chat with long-distance friend ☐  
 Set up a coffee meet-up with a local friend ☐  
 Invite some friends around for a potluck dinner ☐  
 Sign up for fitness or fundraising challenge together ☐  
 Road trip weekend to nostalgic place with friends ☐  
 Start an annual tradition ☐  
 Create a WhatsApp group for friends ☐  
 Send a thoughtful gift for a holiday or birthday ☐  
 Go to a language exchange meetup ☐

## RELATIONSHIPS

Plan a surprise for your partner ☐  
 Write a couple's bucket list together ☐  
 Plan date night to spend quality time with partner ☐  
 Start a new hobby you both do together weekly ☐  
 Create vision and goals board together ☐  
 Schedule screen-free hour every week/month & talk ☐  
 Schedule weekly/monthly date nights into schedule ☐  
 Ask how you can help support a goal or task ☐  
 Prioritize your anniversary with special date night ☐  
 Go for early morning or post-dinner walks ☐

## GENERAL

Learn new language for at least 10 minutes daily ☐  
 Schedule a short digital detox on the weekend ☐  
 Double-checkin your to-do list the night before ☐  
 Practice using online tools for small tasks ☐  
 Time your tasks at certain times of the day ☐  
 Practice public speaking in the mirror ☐  
 Learn keyboard shortcuts ☐  
 Try voice-to-text note taking ☐  
 Create a morning and/or evening routine ☐  
 Volunteer to talk at nearby school about work/life ☐

## AT HOME

Daily, weekly, & monthly cleaning/organization list ☐  
 Create a home/apartment maintenance checklist ☐  
 Repair/improve one thing around the house a week ☐  
 Organize and declutter your closet ☐  
 Organize home office/desk or work space. ☐  
 Organize your kitchen ☐  
 Clean and declutter your bedroom ☐  
 Rearrange room you find stressful/try new layout ☐  
 Develop 20-min daily cleaning/decluttering routine ☐  
 Add some smart home devices to automate tasks ☐

## MORE

Practice coding and see what you can build ☐  
 Clean your car ☐  
 Sell or donate items you no longer need ☐  
 Follow tutorial YouTube/social media accounts ☐  
 Imagine future self - write regrets - make plan ☐  
 Plan a friends and/or family reunion this year ☐  
 Plan your birthday party well in advance ☐  
 Do Christmas/holiday shopping throughout year ☐  
 Get greeting cards for the entire year ☐  
 Take a long break from one social media account ☐

# Productivity Planner Sight Words List Deal

**R Sanford**



## Productivity Planner Sight Words List Deal:

*Purpose-Driven Classroom* Daniel L. Vollrath, 2024-12-17 In *The Purpose Driven Classroom* author Daniel L Vollrath uses dispositional teaching to address productivity and promote positive habits in the classroom He presents seven productive behaviors that general education teachers can teach to all students across all content areas In utilizing this book s productive behavior strategies K 12 teachers can help students build necessary interpersonal and intrapersonal skills and increase their academic achievement K 12 teachers can use this book to Explore seven productive behaviors that are essential to students success in the classroom and beyond Access a multitude of strategies and choose whichever best suits the classroom Consider insights from teachers who have used this book s strategies and found success Utilize chapter ending charts to plan how to implement the strategies Gain quick strategies that work for spontaneous use Contents Introduction Chapter 1 Observation Chapter 2 Self Control Chapter 3 Responsible Decision Making Chapter 4 Persistence Chapter 5 Attentive Listening Chapter 6 Cooperation Chapter 7 Organization Epilogue References and Resources Index **Current Index to Journals in Education** ,1986 **CORP 007 Proceedings** REAL CORP, *Assessing and Programming Basic Curriculum Skills* Joyce S. Choate,1987 *Gas Journal* ,1881 *Live Stock Journal* ,1897 Co-operative News and Journal of Associated Industry ,1874 **The Law Students' Journal** John Indermaur, Charles Thwaites, 1886 National Live Stock Journal ,1873 **Alberta Journal of Educational Research** ,1973 **Resources in Education** ,1969-07 The Solicitors' Journal ,1877 **Journal** New South Wales. Parliament. Legislative Council, 1893 **Bazaar Exchange and Mart, and Journal of the Household** ,1879 **Research in Education** ,1969-12 **The Solicitors' Journal and Reporter** ,1877 **THE Journal** ,2000 The Best of Research Windows Betty Collis, 1990 This document provides 1 a synthesis of more than 180 research studies cited in the Research Windows column that appeared in *The Computing Teacher* journal between 1985 and 1989 and 2 reprints of the columns themselves In the synthesis section the studies are grouped into five general categories with various subheadings containing bibliographic references for that specific topic followed by a brief discussion The categories are 1 curriculum related instructional support i e the impact of computers in the traditional academic subject areas of language arts mathematics and science 2 computer impact on other learning with subtopics on database usage preschool children and computers Logo programming non Logo and computer science instruction 3 software which includes evaluation and design features such as graphics types of feedback and computer controlled versus student controlled issues 4 teacher focused studies which include surveys of teachers attitudes issues related to teacher training and factors affecting implementation of computers in the classroom and 5 other topics including cost effectiveness studies research summaries and gender and computer use A brief summary of overall trends concludes this section Section two reproduces the actual Research Windows columns which are referenced in the first section DB Journal of Computer-based Instruction ,1990 *InfoWorld* ,1988-07-18 InfoWorld is targeted to Senior IT professionals Content is

segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

## Adopting the Track of Term: An Psychological Symphony within **Productivity Planner Sight Words List Deal**

In some sort of consumed by displays and the ceaseless chatter of instantaneous interaction, the melodic beauty and mental symphony created by the prepared term usually fade into the background, eclipsed by the persistent noise and interruptions that permeate our lives. However, located within the pages of **Productivity Planner Sight Words List Deal** a wonderful literary treasure filled with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, this fascinating masterpiece conducts viewers on a mental journey, well unraveling the hidden melodies and profound affect resonating within each carefully constructed phrase. Within the depths of the touching assessment, we will examine the book is key harmonies, analyze its enthralling writing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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