

September 2023 – Productivity Challenge

The fast pace of our society can make us feel rushed, busy, and like we have no choice but to multitask. These behaviors make us less productive and leave us feeling burnt out. Focus on the weekly challenge to the left of each work week. Check off each day you meet the goal. Try to carry over the productivity tips to the next week so that you can continue to improve your productivity. Take a deep breath and focus on one thing at a time!



Name: _____

Department: _____

Weekly Challenge	Monday	Tuesday	Wednesday	Thursday	Friday
Prepare the night before & start fresh in the morning – Set out your clothes, prep breakfast, coffee maker, etc. At work, take a few minutes to organize your space, go over tasks and plan for the day					1 I prepared the night before
In addition to preparing the night before, set your alarm for 15 minutes earlier than usual each day this week (and don't hit snooze). See if you feel less rushed in the mornings.	4 Happy Labor Day!	5 I woke up 15 minutes earlier today	6 I woke up 15 minutes earlier today	7 I woke up 15 minutes earlier today	8 I woke up 15 minutes earlier today
Quit multitasking & be present – focusing on too much at once makes us lose efficiency. Commit to one task at a time. In all aspects of life, devote all your attention to what you're currently doing. This will help you fully enjoy when it is time to unplug & focus on the present.	11 I focused on one thing at a time today	12 I focused on one thing at a time today	13 I focused on one thing at a time today	14 I focused on one thing at a time today	15 I focused on one thing at a time today
Create deadlines – Having an open-ended task can encourage procrastination. Create small and large deadlines to help manage your progress and keep you motivated.	18 I set & worked towards meeting deadlines	19 I set & worked towards meeting deadlines	20 I set & worked towards meeting deadlines	21 I set & worked towards meeting deadlines	22 I set & worked towards meeting deadlines
Schedule small breaks & take them! – This can improve focus and drive, and prevent burn-out. Try to be active on your break to help lower stress levels and move your body	25 I scheduled & took breaks today!	26 I scheduled & took breaks today!	27 I scheduled & took breaks today!	28 I scheduled & took breaks today!	29 I scheduled & took breaks today!

Turn in your completed log through interdepartmental mail to **Jenifer Pressley** at the **Cullowhee Recreation Center** by October 10th.