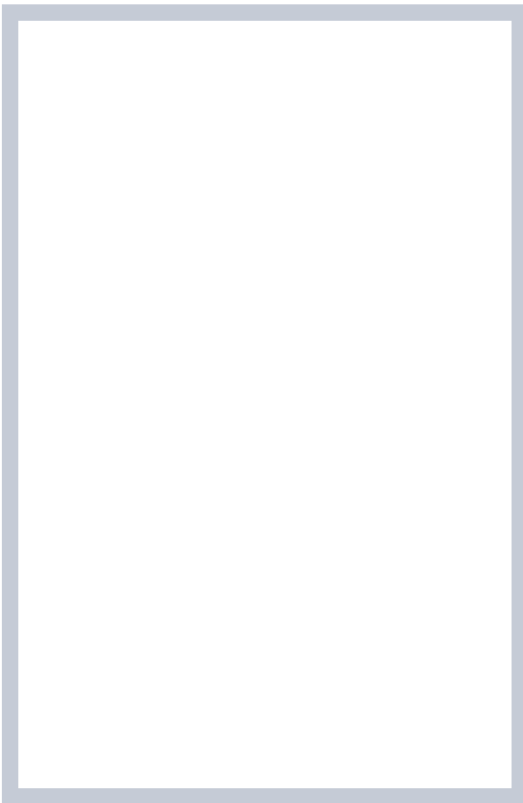


# productive office

## Morning Routine

- BRAIN DUMP EVERYTHING YOU NEED TO GET DONE TODAY
- DETERMINE WHAT NEEDS TO GET DONE FIRST
- MAKE A LIST OF YOUR TOP 3 TASKS FOR THE DAY
- SET A TIME LIMIT TO GET YOUR TOP 3 DONE
- CHECK EMAIL (NEVER DO THIS FIRST)

brain dump



top 3 tasks



reminders from email



deadlines/due dates

