

# Seven Tips to Streamline Your Life & Help Productivity

7 Daily Steps To Increase Your Daily Energy And Productivity

by

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This 7-day plan consists of two daily components. The first one is to spend a few minutes daily brainstorming goals and things that motivate you. The other part is a daily concept to incorporate into your life. In the morning read the day's thought and resolve to apply it.

The 7-day concept was introduced to me by Jon Gordon and he encouraged me to write my own.

*It's never too late...or too soon.*

# 1. LIGHT YOUR FIRE

*Find your motivation*

“Success is not far away; it is an everyday occurrence.” –  
Dr. James E. Loehr

An internal fire will propel you forward! What is yours? What motivates you? What gets you going? It doesn't have to be anything wildly prophetic or complex. It can be very simple. For example, I get up very early in the morning. I look forward to that first cup of coffee in the morning and the quiet that always accompanies morning. It motivates me to go to bed early, get up early, and enjoy the morning.

Quotes also motivate me so I post them around my home. To some people it seems silly but what better decoration than positive and motivating quotes? You can print them on nice paper and frame them if you want to spruce them up!

- ➔ Take five minutes RIGHT NOW and brainstorm some things that motivate you. Write them in the box on the right. If nothing comes to mind don't worry about it, but do the 5 minute exercise right now anyway.
- ➔ Over the next 5 days take 1-5 minutes each day and brainstorm some goals and motivators.
- ➔ On day 7 take some time and post your goals and motivations. Place them where you will see them often.

I went to IKEA and bought several cork bulletin boards (they are very inexpensive!) and put one near my bedroom door and one beside my computer. Other great locations are on the fridge, on doors, or your wallet. I put several goals in my Palm Pilot and have them displayed every day in my calendar.

## GOALS & MOTIVATIONS

## 2. SET ABSOLUTE PRIORITIES

*Have 3 Daily MUST - DOs*

*“There is no easy or difficult, only familiar and unfamiliar.” –  
Kenny Werner*

It’s all about setting priorities and adjusting your outlook on your daily tasks. We often place too high of a priority on things that don’t really affect. And the little things that do affect us we often dismiss or put off for another day.

Personally I have three things that I MUST DO everyday. These things happen before other things and my brain has incorporated them into my schedule and prioritized them.

**1. Go to work.** That sounds simple and it is. I like my job and enjoy coming to work but it’s something that must happen each day. It’s obviously a priority to most of us but by bringing it to the conscious level your brain works out a schedule for other daily events to make things run smoother.

**2. Exercise.** I plan on working out everyday. Sometimes life happens and the workout gets missed but by shooting for everyday those missed days make a perfect rest day. I used to plan a 5 or 6 day workout routine with a scheduled rest day but inevitably, one of my workout days would get missed due to meetings or just not feeling well. By planning on it daily I never have to feel guilty.

**3. Practice.** I am a classical musician and daily practice is essential. This one probably doesn’t apply to most of you but I’m sure you have something you can put here. Perhaps spending time with your family, writing, painting, taking a class, or reading a book.

After these three things happen, anything else is a bonus. Embedding these priorities in my psyche helps me accomplish my goals before I hang out with friends or watch tv.

### GOALS & MOTIVATIONS

**Below, write your daily events that have to happen.**

**MY DAILY MUST DOs ARE:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**AFTER I FINISH THESE I WOULD LIKE TO:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### 3. STRETCH

Loosen up!

*“The more you practice, the more the impossible becomes possible.” – Peter Tambroni*

Stretching can promote increased blood flow, flexibility, relaxation, and help to reduce stress. A short daily stretch can also improve balance and circulation and reduce the risk of injury. And besides, it feels great!

In the morning do a few stretches to get the blood flowing. Slowly lean forward and try to touch your toes. It doesn't matter if you can or can't, only that you're trying. Keep your legs straight and feel the stretch in your hamstrings and back. Do the same stretch but this time point your toes upward. You will probably feel more pull in the leg. When stretching, be sure to go slowly and hold each one for a few seconds. Here is another favorite of mine that you can do while sitting at your desk. While sitting, place your feet flat on the floor. Bring your right foot to your left knee – like you're going to cross your legs except rest your foot on your knee. Slowly lean forward. Feel that? Now do the same with the left leg. It can be a little intense but you'll feel great afterwards.

For further information check out:

The American College of Sports Medicine ([www.acsm.org](http://www.acsm.org))  
The American Council on Exercise ([www.acefitness.org](http://www.acefitness.org))  
*Sport Stretch* by Michael J. Alter - a simple reference book that can diagram stretches so you can pinpoint and stretch the area that needs it.

Of course, consult a doctor before beginning any physical routine.

### GOALS & MOTIVATIONS

## 4. PORTRAY THE POSITIVE

*Smile – it works!*

*“No work of art is really ever finished. They only stop at good places.” – Robert Henri*

**Behaviors change attitudes.** We’ve heard this before but don’t really pay much attention to it. Our physical appearance, emotions and feelings are inextricably linked. It is possible for one to affect the other. Most of us think of our internal thoughts and emotions affecting our external appearance – slouching, frowning, crying, laughing, smiling, etc. However, the opposite is also true even though we don’t usually think about it. Just by smiling we can often improve our attitude. This doesn’t mean be shallow or fake but use this concept to your advantage. By portraying the positive our mind will perceive ourselves as positive and a remarkable change will occur.

We all have bad moments or days and this is another tool for our toolbox. When we need that extra lift – smile, stand up straight, walk a little prouder. Others will see the difference, but you will feel the difference!

### GOALS & MOTIVATIONS

## 5. SMALL CHANGES THAT GO A LONG WAY

*“Talent is highly developed intrinsic motivation.” – Peter Tambroni*

Here are several little ideas for you to consider. Try one or all!

**Get a backpack.** Years ago I developed a pain in my right knee. This seemed odd since I was 23 at the time. I couldn't figure out why. I'm healthy and exercise. There had to be a reason for the sudden onset of knee problems. Then it dawned on me! I carry my briefcase on my right shoulder. A switch to a backpack and the pain was gone within days. My back felt better and using a backpack is much easier than balancing a briefcase on one shoulder.

**Reducing caffeine intake.** You've heard this before a thousand times. Here's my take on it. I'm a heavy coffee drinker. I like coffee a lot and don't want to give it up. And we all know that decaf isn't the same. My solution? A 50% blend or sometime a 75 – 25. *8 O'Clock* brand coffee makes a balanced blend with half the caffeine. I've also purchased a higher quality caffeinated coffee and then mixed in decaf to cut it. I get my flavor and reduce the jitters. This way you can also control how much caffeine you get when you need it or don't need. In the morning a 75 caffeinated / 25 decaf blend or 50 / 50. In the evening a 25 / 75 works well. And if you want a little different flavor sprinkle in some cinnamon into the filter with the coffee.

**Clean up your desk & work area.** By sorting threw the physical junk in front of us our mind sorts through the mental junk and does its own housekeeping work.

**Stop thinking of good or bad.** All too often we think in terms of good or bad. Try adjusting that so that things 'just are'...with aspects you would like to change. Viewing characteristics as good or bad leads to frustration and that can deplete your energy reserves. By eliminating that thought process life seems easier and you feel lighter as you float above judgmental thinking.

### GOALS & MOTIVATIONS

## 6. SUBSCRIBE!

*“Talk does not cook rice.” – Chinese proverb.*

You know what you want to change or where you want to go...But it can be difficult taking the next step and activating our internal navigation system. One easy trick I've learned is to start subscribing to email newsletters. They're often free and you're not wasting any paper.

When I wanted to learn more about investing I started a subscription from the Motley Fool ([www.fool.com](http://www.fool.com)) and the American Association of Individual Investors ([www.aaii.com](http://www.aaii.com)). When I wanted to learn ways to save money I subscribed to The Cheapskate Monthly ([www.cheapskatemonthly.com](http://www.cheapskatemonthly.com)).

I don't always have time read every issue completely but there's something about receiving these that creates new pathways in your thought processes. They start you on the path that you want to take. And when you're on your journey they can provide insight and motivation.

### GOALS & MOTIVATIONS

## 7. PREPARE FOR TINY WINDOWS OF TIME

*“Don’t get in your own way.” – Peter Tambroni*

"Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent." - Calvin Coolidge

Set yourself up to take advantage of the tiny windows of time that life presents. Keep reading material around – put a book in the car, one at the office.

I used to procrastinate with writing projects because I never have a huge block of time to devote to them. I changed my approach by allowing myself to work or write for a few minutes at a time. I have my laptop that I carry to work with me and I will open several of my projects at once – my website, email, and writings for example. I find that when ideas flow they often flow for different projects simultaneously.

Some windows of time in my day occur:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Today, rather than brainstorming goals and motivations, take some time to write or print them and post them where you will see them.

## **BONUS DAY: CUT OUT THE FAT**

*“People are like sculptures. A great work is there ready to be discovered.” – Peter Tambroni*

This is not about food. This is about the fat of your life. We all have goals that we want to accomplish. We all have things in our life we want to focus on. It could be your family, saving money, developing one of your hobbies, or improving your skills on the job. However, it can be extremely difficult to concentrate on the meat of life when there’s so much fat! By focusing on fewer things the quality will automatically go up and you’ll be more satisfied with life. It seems ironic to think about satisfaction with less but it is true.

Learn to say no to things. Do you need to be another committee? Are you really interested in that new hobby or was it a fleeting moment after watching The Discovery Channel? Many of these you may not want to eliminate but just reduce the time devoted to them, such as surfing the web.

Some examples of fat in our life:

- The news
- Offering to do something just because no one else has volunteered.
- Going out to lunch every day.
- Television.
- Washing the car.
- Looking through every catalog that comes in the mail.
- Answering the phone.
- Useless projects
- Buying something you already own.
- Surfing the web
- Starting *another* book instead of working on or reading the current one.

**I hope this plan helps! If you have any thoughts, suggestions or stories to share please email me at [tambroni@gmail.com](mailto:tambroni@gmail.com)**