



**10 FREE**  
*Productivity Hacks*  
*to Kickstart*  
*Your Day!*

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## 10 FREE PRODUCTIVITY HACKS TO KICK START YOUR DAY.

Keeping **energy levels up** is crucial to **staying productive** throughout the day.

This **free guide** will provide you with great tips to keep you **focused, alert** and **energized** throughout the day!

*Don't feel like reading?*

*No problem.*

*We've also created a video to watch  
or listen to our free guide.*

*Click on the link below:*

<https://youtu.be/WCb3ZMEuKEc>

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## *Your Morning Routine.*

Morning routines are a great way to start the engine of the day. When you are just waking up, wake up your body with some form of mood boosting routine, to set the tone for the day.

***Start with a 15-minute meditation, followed by a 5-minute stretch, and then a 10-minute workout.***

If you start with these three simple rituals in the morning, it will make you feel **positive, motivated** and **energized** for the rest of the day. Because when you start each day feeling motivated, you are better able to manage what's in store for the day, which ultimately **increases your productivity.**

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## *Practice Gratitude.*

A great way to re-focus your attention and intention is to practice the attitude of gratitude. This process only takes two minutes. It's a way to prime your intention, focus, and goals for the rest of the day.

***Close your eyes, put your hand on your heart, and think of three things you are grateful for.***

Doing this every morning **shifts your focus** from your problems to your blessings, helping you re-focus and keeping you charged for the rest of the day.

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## *Have a Cold Shower.*

Having a cold shower in the morning may seem challenging, as many enjoy warm or hot showers. However, studies have shown that cold showers have many *benefits that can boost productivity.*

***Some benefits include: increased alertness, improved blood circulation, reduced stress levels and increased emotional resilience.***

Start your morning with a cold shower and experience many benefits from this practice to kick start your morning routine.

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## *Eat a Healthy Breakfast.*

According to health coaches, a healthy breakfast can be beneficial for your productivity levels for the rest of the day.

Your breakfast should consist of proteins, healthy fats, vitamins and minerals to manage your mood swings throughout the day.

***Some breakfast recommendations are: toast, eggs, fish, avocados, bananas, chia smoothies, beans, cottage cheese, green veggies, and blueberries.***

These are all great **productivity boosting** foods for your mornings.

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## *Make Driving Time Learning Time.*

We may spend more time on the road than we would like, and without even realizing it, it could take up hours in our day. This leaves us with very little time to do the things that matter most.

***Whether you have a long or short commute, use that time to listen to motivational talks, podcasts, or audio books on your way to work.***

This is a great way to kick-start your mind and emotions to keep you on track of your goals throughout the day.

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## *Write your goals.*

We often get so caught up with our long list of to do's, that it may make us feel overwhelmed and exhausted to get all the tasks done.

***Every morning, write down only three things you want to accomplish for that day.***

This is a lot simpler than going through a long list of to do's, because by focusing on **just three things**, you are more likely to get it done without feeling overwhelmed.

Go ahead, write down three things you want to accomplish today!

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## *Block time.*

It's a challenge to be laser focused to do tasks, especially when there are multiple distractions such as phone calls, text messages, or even colleagues landing up at your desk unannounced.

***Block at least 45 - 60 minutes to complete each task you scheduled for the day. Be laser focused in getting that task done within the blocked time.***

This means no phones, texts, social media or any other interruptions. The more laser focused you are towards your task, the faster it gets done! So, block some time and give yourself some uninterrupted time to get your tasks done.

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## *Check Your Emails Later.*

Emails should not be the first thing you check in the morning. When we check our emails as soon as we wake up, we give emails the power to control our mornings and the rest of the day.

***Make sure you do your morning rituals before you check your emails.***

If there is an **emergency**, someone would surely call you. Emails were not created for emergencies, especially for someone who goes through over a 100 emails a day!

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## *Check Your Posture.*

A bad posture can hinder your ability to breathe, reducing the amount of oxygen going to your brain. Are you hunched over? Are your shoulders slouching? Is your chair uncomfortable?

***Sit up straight or stand up occasionally.  
This is to allow you to breathe easily and fully.***

When you occasionally sit up straight or stand up, you are able to breathe better allowing more oxygen to enter your brain, enabling you to concentrate better. The higher your concentration levels the more productive you will be.

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## *Check Your Energy.*

We get so caught up with work, sometimes we forget to check on ourselves, leaving us drained and exhausted at the end of the work day.

***Feeling tired? Take a short break.  
Feeling hungry? Eat a healthy meal.  
Been sitting for too long? Stand up and take a walk.  
Have a slight headache? Drink some water***

The more we check on ourselves, the better we can manage our energy levels for higher productivity. Be sure to check on you and take short breaks to stay energized, hydrated and focused for productivity!

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