

The ideal **MORNING ROUTINE** based on your *productivity style*



PLAN (BE LOGICAL AND ANALYTICAL):

- Make the bed
- Plan your day, hour by hour
- Stretch your body
- Work without distractions

ARRANGE (BE EXPRESSIVE AND COLLABORATIVE):

- Spend time outside
- Chat with a loved one
- Brain dump your thoughts on a notepad
- Get all your admin work sorted

PRIORITISE (BE ORGANISED AND DETAIL-ORIENTATED):

- Tidy up your space
- Write a to-do list
- Organise your calendar
- Start with the hardest task

VISUALISE (BE INTUITIVE AND OPEN-MINDED):

- Take a walk
- Meditate for seven minutes
- Write in your journal
- Work with the time you have