

CAPTURE YOUR STYLE

AIMEE SONG



Transform Your Instagram Photos,
Showcase Your Life, and Build the Ultimate Platform
FOREWORD BY DIANE VON FURSTENBERG

21 HABITS

TO INCREASE
PRODUCTIVITY

get more done!

HEY SISTA,

WHERE IS YOUR BRAINPOWER AT? NO, REALLY! IS IT AT AN ALL TIME DULL? BECAUSE, WE GET YOU AND WE WANT TO HELP.

SIMILAR TO MOST, WE SELF-DUBBED OURSELVES AS THE QUEEN OF PROCRASTINATION. SO MANY TIMES WE HAVE CONVINCED OURSELVES THAT WE WORK WELL UNDER PRESSURE, BUT REALITY IS - OUR BRAINS WERE FEELING OVER-WORKED AND EXHAUSTED. PROBABLY FROM BINGE WATCHING 10 EPISODES OF 'THIS IS US' OR MAKING WAY TOO MANY TO-DO LISTS AND NOT REALLY GETTING ANYTHING DONE.

BUT WE LEARNED THAT PROCRASTINATING IS REALLY JUST LIVING IN OUR COMFORT ZONE. THERE IS NOTHING EXCITING OR FUN ABOUT IT. IT CAUSES US ALL SORT OF INTERNAL STRESS THAT WE MIGHT NOT BE EVEN AWARE ABOUT. IT ELIMINATES OUR CREATIVITY AND ROBS US OF THE SATISFACTION OF CROSSING SOMETHING OFF OUR LIST. SO WHY DO WE KEEP DOING IT? MAYBE IT'S BECAUSE WE ARE...

FEELING INEXPERIENCED? TOO BUSY? TOO BROKE? OR PERHAPS IT IS BECAUSE WE FEAR FAILURE AND THIS IS A WAY TO KEEP OURSELVES SAFE FROM FACING OUR LIMITS AND BOUNDARIES.

TRUTH IS, THE LONGER WE WAIT, THE BIGGER THESE FEARS GROW. AND PRETTY SOON, OUR "ONE DAY" EXCUSE WILL NO LONGER BE THERE. IT WILL BE TOO LATE AND WE WOULD HAVE INADVERTENTLY SOLD OUT ON OUR HAPPINESS.

PRODUCTIVITY STARTS WITH GOALS. CLEARLY DEFINED AND MEASURABLE GOALS. BEFORE YOU CREATE AND CAST YOUR VISION FOR THE UPCOMING YEAR, TAKE SOME TIME TO REFLECT ON THE PAST. WHAT DID YOU LEARN? WHAT DID YOU LIKE OR DIDN'T LIKE? WHAT WORKED IN YOUR FAVOUR AND WHAT DIDN'T? ASSESS YOUR STRENGTHS AND WEAKNESSES SO THAT YOU CAN BETTER PLAN FOR THE FUTURE. THEN, MAKE A COMMITMENT TO YOURSELF AND YOUR FUTURE. DRAW UP A LETTER OF INTENT AND PUT YOUR SIGNATURE ON IT - THEN MOUNT IT OVER YOUR OFFICE OR BEDROOM TO REMIND YOURSELF EVERYDAY WHY YOU ARE DOING WHAT YOU ARE DOING.

BELOW, WE ARE SHARING 21 HABITS THAT WE THINK EVERYONE SHOULD INCORPORATE IN THEIR DAILY/WEEKLY ROUTINE FOR A MORE FULFILLING AND PRODUCTIVE LIFE. TRY IT FOR 21 DAYS AND SEE HOW YOU FEEL AFTER! WE HIGHLY ENCOURAGE YOU TO TRACK & WRITE DOWN WHAT WORKED AND WHAT DIDN'T SO THAT YOU CAN HAVE A BETTER UNDERSTANDING OF YOUR WORKING STYLE!

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE REACH OUT! WE WOULD LOVE TO HEAR FROM YOU AND YOUR PRODUCTIVITY JOURNEY!



PRODUCTIVITY CHALLENGE

INCORPORATE THESE HABITS IN YOUR ROUTINE FOR 21 DAYS TO SEE AN INCREASE OF PRODUCTIVITY AND FOCUS IN YOUR EVERYDAY LIFE!

DIVIDE YOUR TO-DO LIST INTO MORNING, AFTERNOON, AND EVENING

DRINK A GLASS OF LEMON WATER WITHIN THE FIRST 5 MINUTES OF WAKING UP

CREATE A VISION BOARD FOR YOUR WEEKLY, MONTHLY, AND YEARLY GOALS

INVEST IN COLORFUL PENS AND HIGHLIGHTERS. COLORCODE ACCORDINGLY IN YOUR PLANNER OR JOURNAL

ORGANIZE AND CLEAN UP YOUR WORKSPACE BEFORE WORKING. IF NEED BE, CHANGE ENVIRONMENTS

CHECK OFF A TASK ONCE YOU HAVE COMPLETED THEM. IT WILL GIVE YOU A SENSE OF ACCOMPLISHMENT

FIND AN ACCOUNTABILITY PARTNER AND UPDATE EACH OTHER DAILY ON YOUR MAJOR PRIORITIES AND GOALS

CREATE A STOP-DOING LIST AND WRITE THEM DOWN

TRACK YOUR HABITS DAILY. THE MORE YOU DO IT, THE FASTER YOU'LL DEVELOP IT INTO A REAL HABIT.

CLEAN UP AND MANAGE YOUR INBOX EVERYDAY. TRY AND EMBRACE AN INBOX ZERO LIFE

DIFFUSE PEPPERMINT, LEMON, OR ROSEMARY ESSENTIAL OIL TO INCREASE FOCUS AND CONCENTRATION

INVEST IN A WATER BOTTLE AT WORK OR AT YOUR DESK. FILL IT UP AS OFTEN AS YOU CAN.

FORCE YOURSELF TO GO TO BED AND WAKE UP THE SAME HOUR EVERY DAY. GET AT LEAST 6-8 HOURS

READ AN EMPOWERING, MOTIVATIONAL, OR THOUGHT-PROVOKING ARTICLE DAILY TO BOOST UP ENERGY & CREATIVITY

WRITE DOWN ONE THING YOU ARE GRATEFUL OR THANKFUL FOR AT THE END OF THE DAY

READ ONE BOOK AT A TIME. DON'T START A NEW ONE WHEN YOU ARE IN A MIDDLE OF ONE

TREAT YOURSELF TO A FACE MASK EVERY COUPLE WEEKS. IT TRULY MAKES ALL THE DIFFERENCE!

AVOID MINDLESSLY SCROLLING ON SOCIAL MEDIA AND COMPARING YOURSELF TO OTHERS. IT'LL DO YOU NO GOOD.

BE REALISTIC WITH YOUR DAILY AND WEEKLY TASKS AND PRIORITIES. DON'T OVERWHELM YOURSELF.

BE MINDFUL AND INTENTIONAL WITH YOUR TIME. GUARD IT FIERCELY. PRIORITIZE ACCORDINGLY.

BLOCK OFF A COUPLE HOURS OF ALONE TIME EACH WEEK TO RELAX, REFRESH, AND RECHARGE

REMEMBER, LIFE DOES NOT REWARD THINKING. LIFE REWARDS ACTION.

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