

Guide to
using your
Flodays
Productivity
Planner

Welcome to

Flodays

At *Flodays*, we want to help everyone consistently achieve their best levels of productivity. You know the feeling, where you are really in flow-state. Focused, decisive, productive and engaged.

Getting into the zone, and remaining in it, is a challenge. Bad habits, an overwhelming list of to-dos, a lack of sleep or a lack of structure can all derail your attempts to reach your productivity peak.

If you are anything like us, you have tried various analogue and digital systems over the years, only to find each has its draw backs. Task managers, to-do lists, journals, we've tried them all.

Digital systems seem essential in the fast paced, always connected, modern work environment. But they can contribute to you feeling overwhelmed, an overload of noise and a division of focus. Fully analogue systems lack searchability, the ability to set recurring tasks and reminders, and to collect the number of next actions most people actually have.

That is why we decided to design a hybrid system which combines the efficiency of digital systems with the effectiveness of paper-based ones.

The *Flodays* hybrid productivity system combines the benefits of digital systems (like calendars and task manager apps) with the unique advantages of analogue methods. We have also drawn on the transformational powers of an effective morning routine to help supercharge your productivity.

You will find tips and advice on how to use this system in the following pages. You can also visit flodays.com to sign up to receive our blogs and free productivity tips (plus the occasional exclusive offer) straight to your email inbox.

Welcome to the Flodays movement.

The Flodays Way

The *Flodays* hybrid productivity system integrates all of the essential elements of an effective productivity system.

Goal Setting

Did you know writing down your goals increases the chance of you achieving them by 42%? Defining and monitoring your goals helps you keep on track and align your daily actions with your short and long-term goals.

Our Goal Setting pages help you break down your long-term goals into 12 Week Goals; an ideal time-frame for maintaining engagement and enthusiasm. The Weekly Review will also help ensure you align your daily and weekly actions with your goals.

Habit Tracking

Tracking new habits is the best way to maintain your motivation, to ensure you achieve your goals and make the improvements you previously only dreamed of.

Our Habit Tracker pages contain advice on establishing habits which are based on your goals. They also provide a visual record of your progress so you can keep engaged and hold yourself accountable.

Morning Routine

You may have heard of *The 5am Club* and *The Miracle Morning*. At *Flodays* we are big believers in the super-charging power that an effective morning routine can have on your productivity.

Our '3S Morning Routine' encourages you to start your day with three core elements: Silence; Sweat and Study.

Daily View

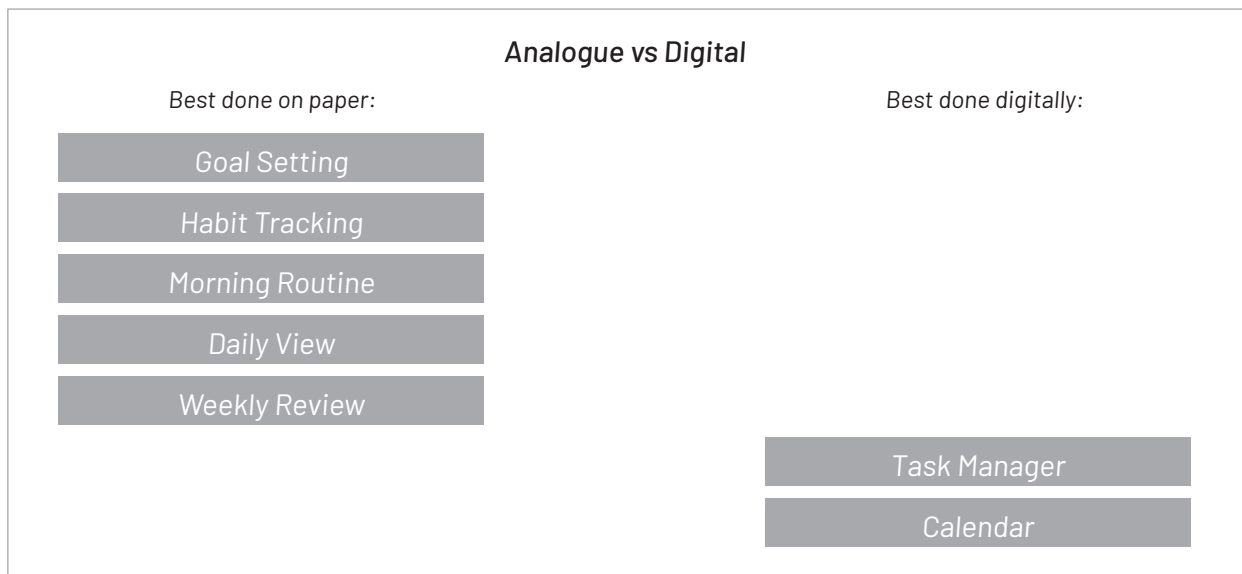
Ensuring that you make time for your most important tasks, and that you use your time strategically and intentionally is essential if you are to achieve your goals.

Our daily pages allow you to time-block your day, focus on your key deliverables and capture tasks that come into your head while you are in your flow state.

Weekly Review

At Flodays we are big believers in taking time to reflect and plan.

Our Weekly Review pages provide a structure for you to get up to date and plan ahead, so that you feel on top of your world and fully in control. Our Goal Review pages also allow for a weekly check-in on the progress made towards your 12 Week Goals.



Task Manager

Once you have fully captured all the things you need to do, most people will have well over 100 actions in their lists. We found that a digital task manager is best for keeping your task backlog in one place, scheduling recurring tasks and keeping track of projects.

We have provided a guide (flodays.com/set-up-guide) to setting up your task manager, so you can have the benefits of one, without the 'noise' and distraction they can create.

Calendar

If you already have a digital calendar for your work and personal commitments, we recommend maintaining this approach, as for most people it is more effective and efficient than keeping a paper record of your appointments.

Goal Setting

Why set goals?

Setting yourself goals and writing them down dramatically improves your chance of achieving them. Without goals it is easy to stumble through life without direction or sufficient intention. When challenges and diversions arise, knowing intuitively where you are heading will keep you disciplined and resilient.

Goals help you clarify your vision for the future, break that pathway down into manageable phases and hold yourself accountable to achieve the results you desire.

How to set goals

You can't control the outcome; all you can control are your actions.

While you may set more outcome based or vision based long-term goals (10 year and 5 year goals), when you are setting your Immediate 12 Week Goals, you should make sure they are action based.

Action based goals are focused on the actions you take. For example, if one of your long-term goals is to lose 3 stone and become fit and healthy, one of your 12 Week goals may be to attend 3 gym classes every week. You cannot control exactly how much weight you will lose in the next 12 Weeks, but you can control the actions you take, such as attending those gym classes, walking 10,000 steps a day, limiting your calorie intake etc.

Setting your immediate goals in this action-based way means you can more easily track your progress, which will help you maintain your motivation.

You will probably be familiar with the term SMART goals. Making sure your 12 Week goals are Specific, Measurable, Achievable, Relevant and Time-bound is a great way to set action-based goals.

The example we used earlier of 'attending 3 gym classes every week' is specific and it should be achievable. It is also relevant to the longer-term goal of losing weight and being fit and healthy. It is time-bound as we have set the weekly frame around it, and it is very easy to measure (using the habit tracking pages).

Tracking your goals

Regularly focusing on your goals and tracking your progress helps boost your motivation.

We have added in a Goal Review section which you can either do at the same time as your Weekly Review, or separately - so long as you make sure to do it weekly!

You should also ensure that the majority of your daily 'top targets' are also aligned to your goals. Try using the habit tracker to record the number of actions you complete towards your goals each day. This is a great way to ensure you are taking small and regular actions to advance your goals.

Using the goal pages

Before you start filling in your goals, you may want to first imagine yourself in 10 years time. What do you want to be different in your life? What does your career look like? What do you want your financial situation to be? What is your relationship like with the people that are most important to you?

When you are defining your goals, be as specific as you can so you know exactly what you are working towards. Think about what is really important to you and your vision of your future.

Remember to set targets that are **SMART** - Specific, Measurable, Achievable, Relevant and Time-bound.

When it comes to setting your immediate 12 Week Goals, set a maximum of three goals that you will focus all your efforts on for the next 12 weeks.

If you have one real priority that stands out above all others, then just set one 12 Week Goal and give yourself permission to focus all your energy on that. Make sure your 12 Week Goals are challenging enough to keep you motivated, but realistic and achievable in the 12 week time-frame.

Align your 12 Week Goals to your medium and longer-term goals. Your 12 Week Goals should be the next milestone in you reaching your medium and longer-term goals.

Your immediate goals should be completable within 12 weeks, and be actionable immediately. You want goals that you can dive straight into - your next step will be identifying your next actions on these 12 Week Goals and adding those to your top priority tasks for the coming days.

Building New Habits

Here are our top tips for building new habits, and sticking to them...

Start small

Almost any new habit can be boiled down to something which takes 2 minutes. Start by making sure you show up regularly and complete the 2-minute habit as a minimum. It is the showing up which matters most at the start. Wanting to start jogging? Lacing up your running shoes and jogging to the end of your road takes 2 minutes and should be the starting point for your new habit. In terms of habit formation, it is better to take this small action 7 days a week than going for one 30-minute run. Consistency is key.

Track your progress

Use the Habit Trackers to record your progress towards establishing your new habits. Showing up regularly is the most important element of habit formation. Each day, after completing your new habit, enjoy marking it off on the tracker. Seeing the progress you are making will help motivate you to keep going.

Celebrate milestones

You can reward yourself for sticking to a new habit. If you need extra motivation, promise yourself a treat if you extend your streak. Rather than buying a pair of running shoes before you ever start jogging, instead use them as a motivation, and treat yourself once you have hit a 10-day streak of showing up for a jog every day.

Anticipate obstacles

You can plan ahead for any obstacles that may throw your new habit off track. Busy days, time away etc. Try to think of ways you can still complete at least the 2-minute version of your habit, even on these days.

Stack your habits

Anchoring your new habit to something you already do every day makes it easier for you to incorporate it into your routine. For example, when you turn off your alarm in the morning, get dressed into your running gear and jog to the end of the road.

Habit Tracking

Habit tracking is a way for you to monitor your progress as you build your new habits. It is a simple, visual way of tracking your achievements, that will keep you accountable and provide you with motivation.

There are two ways you can use the Habit Tracking pages. Note your habit in the grid, then mark off every day that you complete it with an 'X' or by shading in the cell for that day.

Alternatively, you can plan ahead and mark all the days you are intending to complete the habit with a 'O' and then shade the 'O' if you complete the habit that day. This version is useful if one of your habits isn't daily - for example if your goal is to go to the gym 3 times a week, you may want to plan out in advance which days you will go, and mark those days with an 'O' for you to shade in later.

Check out our example of how to use the habit tracker pages, on the next page.

Flo-score Tracker

We have added a section for you to transfer your Flo-score from the daily pages, so you can track it against your habit activity. You can then look for patterns, like whether your Flo-score was higher on days you completed your '8 hours of sleep' habit, or completed a gym session before work.

Your Flo-score is a simple 1-10 scale for how productive you feel you were that day. Rate your productivity at the end of each day (with 10 being very productive).

Morning Routines

You have probably heard of a 'morning routine'. Whether it's The 5am Club or the Miracle Morning, having one that you can consistently stick to can be a game changer. Morning routines set the tone for your day, boost productivity and support your mental and physical health.

The 3S Morning Routine

Our 3S Morning Routine is simple – it consists of Silence, Sweat and Study. These are the 3 core elements of any effective morning routine. You don't have to get up at 5am to do it, but you should carve out the time before your workday begins in order to boost your productivity for the rest of the day.

Silence:

This is about having a time to reflect in silence. Find a space that is comfortable enough for you to want to do this first thing after you get up every morning. Spend time every morning focusing on a meditation or mindfulness routine, visualising a goal outcome or next action, reading your affirmations, or writing down 3 things you are grateful for.

Sweat:

A quick workout in the morning kick-starts your metabolism, releases those feel-good hormones and gets more oxygen flowing to your brain – enhancing brain activity and supporting better memory, focus and decision making. Choose an activity that gets your heart beating fast, like a quick HIIT workout, a jog or some strength training.

Study:

The sense of calm you get after a workout provides the ideal time to study, with the extra endorphins helping refresh your brain. Take some time to dive into a subject that will be beneficial to your future, whether it is reading an aspirational book, taking an online course or listening to a book summary or podcast.

Personal development helps you to improve your self-awareness, enhance your skills and broaden your perspective. It is a lifetime journey that empowers you to become the best version of yourself and dramatically increases the chances of you achieving your goals.

3x20 or 3x5?

Try to give yourself enough time each morning to do your 3S morning routine without rushing. We would recommend setting aside an hour, so you can allocate roughly 20 minutes to each activity.

We know there will be some mornings where your time is really squeezed, and you don't think you have time to fit in your morning routine. On these mornings keep your streak going by doing shorter versions of each element. Just jotting down 3 things you are grateful for, doing 30 jumping jacks and listening to a podcast on your drive to work will still bring benefit to your day.

Recording Your Morning Routine

Use the Morning Routine section at the start of each week to record details of your daily morning routine.

Fill out your Silence, Sweat and Study activities each day

Monday	
 <u>Meditation</u>	<input checked="" type="checkbox"/>
 <u>3km Jog</u>	<input checked="" type="checkbox"/>
 <u>Article on creating content</u>	<input checked="" type="checkbox"/>
3 things I am grateful for...	
1. <u>An amazing weekend with my family</u>	
2. <u>Living in the Peak District</u>	
3. <u>My improved health and fitness</u>	
Feeling at the start of my day...	
    	

Record how you are feeling at the start of each day

Take a few moments during your Silence time to reflect on 3 things you are grateful for

Using the Daily View

The daily pages give you everything you need to switch off from your digital to-do list and calendar, and focus on your key priorities for the key part of your day.

Today's Top Targets are your 3 top priority tasks that you want to get done in a day. Ideally they are three tasks that move you towards your goals, or are unavoidable and must get done. Try thinking about your top targets in the following way:

#1 Your top target will ideally be completable in 90-120 mins and where you will spend the first part of your day, when you are most easily able to get into a flow-state, and have your highest level of energy and focus. Aim to tackle this before you open your inbox or communications. Make this focus time count, and don't waste this slot on something you can do without thinking. If your top priorities are bigger, treat them as projects and break them down into smaller, definable actions.

#2 Your second top target will ideally be completable in 60-90 mins and you will only turn to this task after completing #1. This task should require a little less creativity, energy and flow than the first.

#3 Your third top target will be slightly less important or challenging than the first 2, and take 30-60 mins to complete.

We recommend you take the following approach to filling out the daily view as part of your close down routine every day, so that by the time you start work with fresh energy in the morning, you already know what your key objectives for the day are.

Here is how:

1. Use the calendar strip to block out any key meetings or events which you need to attend tomorrow, which have already been scheduled.
2. From your to-do list, pick the highest priority task. This will be the one that helps you make the biggest leap towards your goals, or absolutely must get done tomorrow. Write this in as your number 1 top target for tomorrow. Time-block this task in your calendar for the earliest slot in your day.

3. If you have sufficient space available in tomorrow's calendar, add a second and third target in the same way, and time-block those too. Don't over-schedule your day though, we recommend scheduling no more than 60% of your time in advance, and leave the remainder free for emerging priorities that come up that day.

While working on your 3 top targets, try to close down any digital communication channels, like email and instant messages, pop your phone on silent, and tell your colleagues you are focussing on a task and ask them to only disturb you if there is an emergency. Grab yourself a drink and then try to work through your #1 top target in one sitting.

After completing your #1 target, take a short break and have a stretch. Only check your communications if you absolutely have to. If your company doesn't mandate really quick responses to communications, keep them closed to avoid other people dictating your day, and focus your energy on your #2 target.

Often when you are focussing on one task, another task will pop into your head. Use the 'Other targets and actions captured' section to jot these down so you can return to your top targets. You can circle back to these once your top targets are complete, and either do them then, add them to your task manager (defer them), or delegate them.

Avoid opening your task manager while you are working on another task as this will likely lead to distraction. Changing task midway through is inefficient. Studies have shown that task switching can take up to 40% of a person's productive time away from them. The solution is simple, capture that thought when it comes into your head, by jotting it down, then process that action later.

Once you have completed your top targets for the day, open your task manager to see what your next most important task is, or find a task that matches your current energy levels.

We recommend scheduling 15-30 minutes at the end of every day to complete your close down routine. This is a great time to process any actions you have captured, take stock of how productive your day was, celebrate the successes, and plan out tomorrow's top targets. Closing down your day properly will help you switch off from work, feel organised, and give you a positive and focussed start to following day.

Top Tips:

1. If you have a task that absolutely must get completed today then think about making that your #1 or #2 priority, just in case you don't have time to complete all three. Sometimes things don't go according to plan and other priorities will emerge during the day.
2. If your job allows for it, complete your #1 top target before opening your emails and letting other people dictate your day. That way no matter what happens from there, you will know your top priority for the day has been achieved. Also, close your emails down while working on one of your top targets, and try to stick to processing your emails once or twice a day in batches, rather than allowing them to distract you as each new email comes in.
3. Where you have control or influence over the scheduling of meetings, schedule them in clusters, as late in your day as you can. You want to keep your calendar free for large chunks of deep, focused work, without too many interruptions or the need to be task switching more than is absolutely necessary.
4. If someone stops you to ask you for something while you are working on your top priorities, give them a timeframe of when you expect to be able to respond, capture the action needed, and return to working on your priorities. Unless absolutely essential, resist the urge to jump right on it - you may feel this makes you look efficient by helping them immediately, but remember switching task costs you time.
5. Evaluate the barriers to you having more focus time without interruptions. You could do this by noting down the cause of interruptions for a few days and looking for patterns. Then look for ways you can reduce the frequency or impact of these interruptions.
6. Remember the 4 D's - **Do** it, **Defer** it, **Delegate** it or **Delete** it. If a task doesn't need doing, delete it. If someone you manage can do the task to an acceptable or better standard and in a similar or quicker time-frame, delegate it. If you need to do it now, or it will only take a couple of minutes to do, add it to today's tasks for after you have completed your top priorities. If it doesn't need doing today, and it will take more than a few minutes, defer it by adding it to your task manager.

Weekly Review

A good weekly review is an essential element to a productive system.

Our weekly review template takes you through a step-by-step weekly routine, helping you get organised, look forward to your week ahead and check in on your goals.

We recommend setting an hour aside towards the end of your work week, so you can take stock and get up to date. This will help you relax and achieve better work-life balance when the end of your work week arrives.

Weekly Review

It's time to get those ducks in a row... Let's go!

- Zero your inboxes - in your task manager, capture any actions from your emails, communication channels, post-in or post-its.
- Review your 'waiting for' list for any outstanding actions you need to follow-up on.
- Review your calendar - check the next 2 weeks for any important meetings or events on your horizon that require planning for (e.g. travel arrangements, preparing a presentation).
- Review your priorities for the week ahead and transfer your meetings into your daily schedule so you can start to see what your days are looking like.
- Review your projects and next action lists - make sure you are clear on the next action needed in order to advance each project. For those you want to advance in the coming week, put a date on the action.
- Review your upcoming week in your task manager and daily schedule. Check your days aren't overloaded with important tasks, and try to schedule your most important tasks for when you will have the most capacity. If you already know there are tasks that you absolutely have to complete this week, add them to the most appropriate day in your daily schedule.
- Review your 'someday-maybe' list - check if there is anything you now want to progress or can remove from the list.

How do you feel about these key aspects of your life currently?...

Career and business	1 2 3 4 5 6 7 8 9 10	Overall Score for this week
Finances and money	1 2 3 4 5 6 7 8 9 10	
Relationships	1 2 3 4 5 6 7 8 9 10	
Health and Fitness	1 2 3 4 5 6 7 8 9 10	
Personal Growth	1 2 3 4 5 6 7 8 9 10	
Hobbies	1 2 3 4 5 6 7 8 9 10	

10 = Excellent. If you scored yourself below a 7 for any of these, consider what actions you could take in the next week to improve this aspect of your life, and capture these actions.

Goal Review

Time to check-in on those Goals...

- Refresh yourself on your medium and long-term goals - these are your goals for the next 1, 3, 5 and 10 years.
- Refresh yourself on your 12 Week Goals and envision what it will feel like to achieve these goals.
- What have you achieved towards each of your 12 Week Goals in the last week?
 - Goal 1: _____
 - Goal 2: _____
 - Goal 3: _____
- What do you intend to achieve in the next week in order to progress each of your 12 Week Goals?
 - Goal 1: _____
 - Goal 2: _____
 - Goal 3: _____
- Estimated Progress on Goals:
 - Goal 1:

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 - Goal 2:

--	--	--	--	--	--	--	--	--	--	--	--
 - Goal 3:

--	--	--	--	--	--	--	--	--	--	--	--

week: 1 / 12

Shade in your estimated % completed for each of your 12 Week Goals.

For those looking for a more holistic review, we have added in prompts to help you reflect on what has gone well for you this week, and things you can improve on next week.

Visit flodays.com for
more tips and guides

Thank you for
purchasing your

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