

"How do you stay on track?"

"How do you stay focused and productive?"

"How do you get so much done?"

These are questions I get asked regularly—from friends, my team members, people at the gym, and clients.

While I love to be spontaneous and flexible, when it comes to productivity, the name of the game for me is routine and having a plan. For me, it all boils down to 10 simple steps. **And it WORKS.**

Ok, you may be wondering...why is this weight loss guru talking about productivity?

Well, when you think about it, they are actually quite similar!

When I'm asked, "How do you help people lose weight and keep it off?" the answer is, "I developed a specific methodology." It's not luck, or a shot in the dark, or a mystery. The secret here is that there is no secret. There's a science. A process.

Weight loss and productivity have many parallels. That's why I thought you'd love to learn about my proven 10-step productivity system... because it will help you in your own life (and likely in your weight loss, too).

So let's get down to it! Read on to discover my 10 hacks for maximum productivity...





This one is simple. Right when I wake up, I make my bed. It gives me a sense of accomplishment right away, which has a ripple effect on the rest of my day. There may actually be scientific reasons for how this works, but for me personally, I notice that when I make my bed it sets me up for a day of accomplishing things. And, because I work from home, for me to be able to focus, my space needs to be tidy. So this is an easy win-win to kick off the day.



I use the 5-minute journal to plan my day. By deciding what's most important, organizing and preparing for the day, you can easily make your way through the day knowing what to focus on. At the end of every day (or after my last work task of the day), I regroup, cross off everything I did, and organize my priorities for the next day by creating a "Tomorrow List." Then the next morning, I revisit this list to plan out my day. Planning your day allows you to **proactively choose where to focus**. As I'm planning, I make note of the projects I need to work on, and I write out a to-do list on paper so I can cross out items as I get them done. This gives me a great sense of accomplishment! Note: This entire planning process takes less than 5 minutes (some at the end of the day and some at the start of the next day).



I Put Limits on Social Media

I have an urge to check my phone right when I wake up, but I've made a huge effort to put this to a halt, and instead go into my morning routine right when I wake up. I don't want the first things to enter my brain to be other people's lives or what's happening in the world. So, I save my brain space for my own tasks and projects, and I set aside time later in the day to check and post on social media.



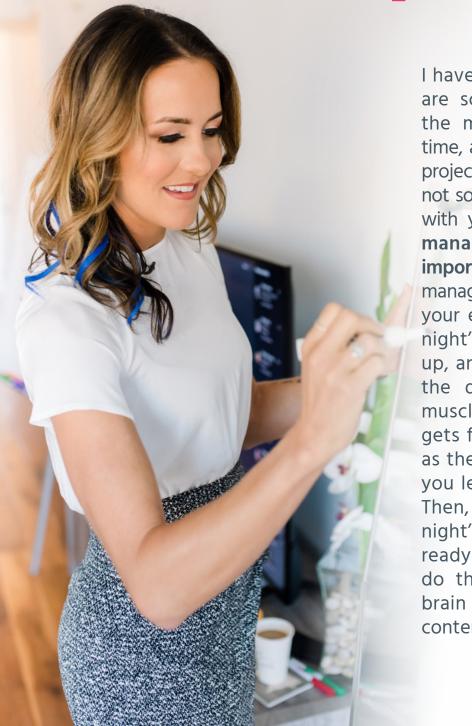
I Schedule My Social Media Posts

I schedule social media posts. While my team takes care of most of my social media, I still post on my Instagram account, and before I began scheduling posts, I noticed that when there had been long periods where I hadn't posted, it would be nagging at me all day long. It's hard to focus feeling that way! Now I schedule a few posts each week, and anything I feel the urge to post on the spot is like a bonus.



I Use My Brain Power for the Most

Important Projects



I have my calendar set so that no calls are scheduled before 10am, because the morning is my most productive time, and I want it dedicated to my own projects and program development not someone else's. (It's okay to be selfish with your time!) As an entrepreneur, managing your energy is of the utmost importance. Just like it's important to manage your time, you need to manage your energy. We (ideally after a good night's sleep!) start with our energy up, and it drains gradually throughout the day. Think of the brain like a muscle: just like any other muscle, it gets fatigued the more you use it. So, as the day goes on, it wears out, until you let it rest and recover for a night. Then, when you wake up after a restful night's sleep, it is refreshed, sharp and ready to use again! So, I make sure to do the stuff that requires the most brain power (like writing and creating content) first!