Productivity Challenge

**Earn 10 Be Well UC Points!**

Planning ahead and taking time to think about what you are going to do tomorrow sounds like a lot of work sometimes. This is why taking small steps to accomplish individual goals can be so productive. Taking the time to prepare and plan things out can increase productivity and make it easier to get more things done throughout the day.

**This Means...**

**Less Stress**- When you have something planned out or already done, you don’t stress out about having to do it later.

**Less Time**- Preparing for something in advance saves time and can prepare you for unexpected occurrences.

**Less Money**- Doing something at the last minute can sometimes cost money, planning ahead means you can save.

**How It Works**

- For 5 days, choose a productive task from the table above to do each day.
- After completing a task, mark it off on the table.
- Once you have completed your 5 days’ worth of productive tasks turn in this sheet to wellness@uc.edu or ML0039 to earn your 10 Be Well UC points!

<table>
<thead>
<tr>
<th>Drink water as soon as you wake up</th>
<th>Make your bed in the morning</th>
<th>Plan your day the night before</th>
<th>Meditate for 10 minutes</th>
<th>Check your emails only 2 times in a day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse the internet with only 1 tab</td>
<td>Get 8 hours of sleep</td>
<td>Set your morning alarm 15 minutes earlier</td>
<td>Write down your goals and priorities</td>
<td>Organize your work space</td>
</tr>
<tr>
<td>Walk or jog outside for 20 minutes</td>
<td>Make a productivity play list</td>
<td>Identify your most important task and do it</td>
<td>Meal prep for the next day</td>
<td>Make a to do list (Rule of 3)</td>
</tr>
</tbody>
</table>

**More Tips & Tricks for Increasing Productivity**

https://www.uc.edu/hr/bewelluc/workwell.html
https://www.lifehack.org/articles/featured/50-ways-to-increase-your-productivity.html
https://www.forbes.com/sites/amitchowdhry/2013/04/24/12-tips-for-increasing-productivity/#29fee2346de2
https://www.huffingtonpost.com/joan-moran/increase-productivity-in-20-easy-lessons_b_9005356.html