DAILY ROUTINE FOR A HEALTHY AND PRODUCTIVE LIFESTYLE

Health:

- Drink water in the morning
- Work out
- Eat breakfast
- Don't skip lunch
- Avoid coffee late
- Take time to relax
- Go to bed early
- Wake up at the same time
- Watch how you sit

Productivity:

- Make your bed
- Keep a groceries list
- Plan upcoming week
- Prioritize tasks
- Review your to-do
- Do braindumps
- Organize your emails
- Watch your finances
- Remove ristractions
- Eat the frog
- Avoid long meetings
- Learn every day
- Read books

bordio.