

PRODUCTIVITY AND PRIORITIES



EduGuides

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WORKBOOK

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Productivity & Priorities

WORKBOOK

a WORKBOOK from
EDUPSYCHED

STEP #1

Brain dump EVERYTHING you have on your plate (ie: everything you have on your mind and needs to be done)



STEP #2

Prioritize what’s on your plate. What actually needs to be done today?

STEP #3

Is there anything you can take off your plate by getting someone else to help you with it?

What can be done by someone else?	Who can help you with it?	How can you ask them for their help as soon as possible?



STEP #4

Now, let's take a look at your tasks for today and identify your "veggies" — the ones you least want to do. These are often the tasks that feel the most challenging, tedious, or outside your comfort zone. But here's the secret: getting them done first sets the tone for a productive day.

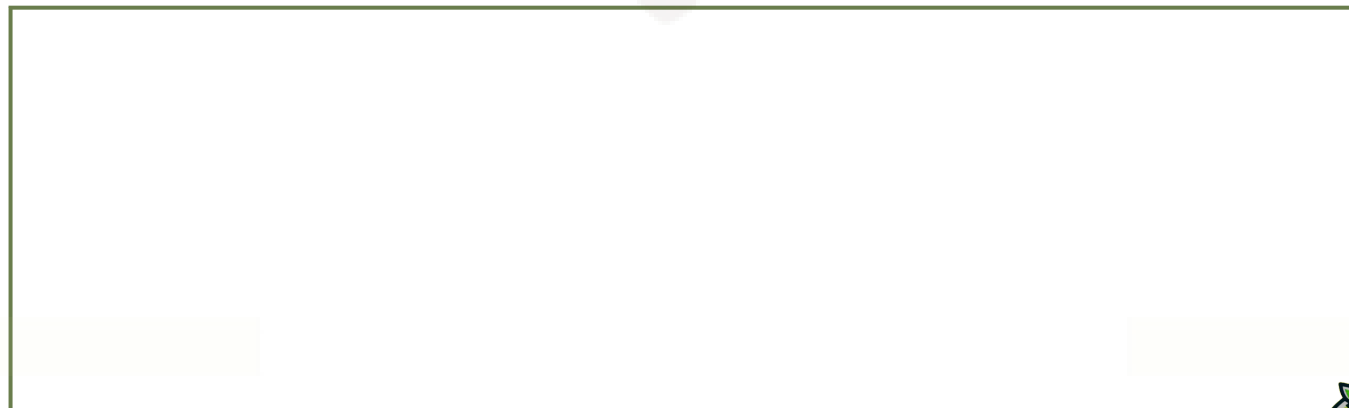
When you procrastinate on these tasks, you're more likely to fill your time with distractions or busywork that doesn't truly move you forward. However, once you tackle the hardest or least enjoyable task first, everything else feels easier in comparison. It's just like eating your veggies before the rest of your meal—get through the tough part first, and you'll enjoy the rest of your workday so much more! Plus, you'll have the satisfaction of rewarding yourself with the tasks you actually enjoy—your "dessert."



STEP #5

Now that you've tackled your "veggies," let's sort the remaining tasks on your plate for today. Organize them from "Not too exciting, but manageable" to "I actually enjoy doing this."

This helps you create a natural workflow where you move from the least enjoyable to the most rewarding tasks, keeping momentum throughout the day. By structuring your to-do list this way, you'll prevent decision fatigue, maintain motivation, and end your work session on a high note. Let's get sorting!



STEP #6

Now, let's take a look at the remaining items from your brain dump. Which tasks don't need to be tackled today but should be planned for later? These are the ones that need to "go into the fridge"—set aside for tomorrow or another day when they'll be more relevant or manageable. By intentionally scheduling these tasks instead of letting them linger in the back of your mind, you'll reduce overwhelm and create a clear plan for the days ahead. Let's decide what stays on today's plate and what gets stored for later!

Now, take another look and see what you can throw in the trash!

Fridge	Trash

