

Productivity Ideas

Ordinary & Happy

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- Write down your goals for the week.
- Delete apps you don't use on your smartphone.
- Back up files to the cloud or an external drive.
- Review your monthly calendar.
- Create a to-do list for the following day.
- Organize your computer files.
- List tasks you've procrastinated on.
- Do a quick bodyweight workout at home.
- Go for a quick walk.
- Write 5 things in gratitude journal.

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- Create a simple morning routine.
- Prepare your work attire the night before.
- Practice positive self-talk in the mirror.
- Try voice-to-text note taking.
- Read up about something that interests you.
- Double-check your to-do list the night before.
- Volunteer for an afternoon.
- Learn keyboard shortcuts.

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- Create a weekly schedule for house chores.
- Create a home maintenance checklist.
- Clean and declutter your bedroom.
- Organize your home office/desk or work space.
- Organize your kitchen.
- Repair or improve one thing around the house.
- Organize and declutter your closet.
- Frame photos and put them around the house.
- Create a 20-min daily cleaning routine.

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- Try a workout class together.
- Host a casual potluck dinner.
- Send a message to a friend to catch up.
- Create a group chat to keep in touch.
- Send a thoughtful gift for a friend's birthday.
- Organize a fun weekend road trip.
- Start an annual tradition.
- Have a video call with a friend.

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- Plan a fun surprise for your significant other.
- Ask how you can help support a goal or task.
- Plan a special date night for your anniversary.
- Go for early morning or post-dinner walks.
- Write your couple's bucket list together
- Plan a date night.
- Try a new hobby together.
- Create vision and goals board together.
- Have a weekly no-screen hour to chat.

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- Journal about your day.
- Have an at-home spa day one weekend.
- Rearrange a room at home.
- Create a personal bucket list.
- Create a meal plan for the week.
- Try a new hobby.
- Listen to a podcast during your commute.
- Do 10-15 minutes of yoga or stretching.
- Schedule regular no-screen time.

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- Update your online profiles.
- Apply for your dream job once a year.
- Document your achievements this year.
- Attend a skills workshop in your field.
- Find a mentor in your industry.
- Look up salary ranges for your job.
- Go to a networking event.
- Write articles with insights into your industry.
- Refresh your resumé.

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- Set up or update your online calendar.
- Read positive stories.
- Watch an inspiring talk.
- Clear your email inbox.
- Sign up for an online course.
- Create a productivity music playlist.
- Join an online conference or workshop.
- See if you can automate any tasks.

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- Do your holiday shopping throughout year.
- Organize a friends and/or family reunion.
- Get greeting cards for the entire year.
- Clean your car.
- Watch an online tutorial.
- Plan your birthday party well in advance.
- Practice coding and see what you can build.
- Donate some items you no longer need.