Thank you for reading *Optimize Your Productivity* and for downloading your free productivity bundle!

This productivity bundle download is intended to support the content inside the book. Below you will see a description for each worksheet with brief instructions on how you can use each one:

Pattern Tracking Log

Use the pattern log to develop your self-awareness. Record what and when you eat, your level of activity and also your general feeling of well-being at different times during the day. At the bottom you can also record the time you went to sleep (the night before) as well as how many hours of sleep you got. The idea behind this is to help correlate and collect information about any specific patterns presenting in your life and to bring that information back to Table 1 inside the book.

Time Log (Specific)

Sometimes we end the day and say to ourselves, "Where did the day go?" If you are unsure of how time appears to be escaping you, it might help to log your time for a few days or a week. Getting a better sense of how your time is being consumed will give you data that you can work with and consequently allow you to make changes in your life going forward so that you can optimize your productivity!

Project Log

If you are struggling to make progress on a project, or you simply want to make sure you are really on top of an initiative or project, you can use this log to support your efforts. For instance, when I needed to work on the intimidating project of my Ph.D. dissertation, I created a project log to record how many minutes I worked on the project each day. The goal was to make sure that I spent at least a few minutes every day on it; I did not want to have a day where I logged "0!" Therefore, aim to spend at least ten minutes on your project every day. There will be some days where you are able to work longer than ten minutes, and the ten minutes every day kickstarts the momentum for the project, and then it turns into an easy process where you have no problem sitting down to work on it every day. Before you know it, you might find that you logged enough time to complete your big goal!

Thanks again for reading Optimize Your Productivity! Feel free to check out additional resources at:

http://optimizebooks.com (Optimize Books blog)

http://learn.lisakardos.com (Free Mini-Course and more at the Lisa Kardos School of Excellence!)

Sincerely,

Lisa Kardos, Ph.D.