

The Productivity Tips Tracker

20 tips, 4 levers - check off what you actually try, one week at a time

LEVER 1 - STOP SWITCHING

W1 W2 W3 W4

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|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Batch by type, not urgency | ☐ | ☐ | ☐ | ☐ |
| 2. Close what this block doesn't need | ☐ | ☐ | ☐ | ☐ |
| 3. Silence notifications for a window | ☐ | ☐ | ☐ | ☐ |
| 4. Check messages on a fixed schedule | ☐ | ☐ | ☐ | ☐ |
| 5. Protect the first 90 minutes | ☐ | ☐ | ☐ | ☐ |

LEVER 2 - EMPTY YOUR HEAD

W1 W2 W3 W4

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|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 6. One capture inbox, not five | ☐ | ☐ | ☐ | ☐ |
| 7. Dump what's open before you close up | ☐ | ☐ | ☐ | ☐ |
| 8. Turn vague items into one next action | ☐ | ☐ | ☐ | ☐ |
| 9. Preview tomorrow before you stop | ☐ | ☐ | ☐ | ☐ |
| 10. Keep the capture tool boring | ☐ | ☐ | ☐ | ☐ |

LEVER 3 - MAKE IT THE DEFAULT

W1 W2 W3 W4

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|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 11. Trigger off something daily | ☐ | ☐ | ☐ | ☐ |
| 12. Remove the first click | ☐ | ☐ | ☐ | ☐ |
| 13. Track a streak with a date | ☐ | ☐ | ☐ | ☐ |
| 14. Expect a slow, effortful start | ☐ | ☐ | ☐ | ☐ |
| 15. Add one habit at a time | ☐ | ☐ | ☐ | ☐ |

LEVER 4 - ARTIFICIAL PRESSURE

W1 W2 W3 W4

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|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 16. Timebox instead of open-ended | ☐ | ☐ | ☐ | ☐ |
| 17. Set your own earlier deadline | ☐ | ☐ | ☐ | ☐ |
| 18. Shrink the calendar slot on purpose | ☐ | ☐ | ☐ | ☐ |
| 19. Batch small decisions into one window | ☐ | ☐ | ☐ | ☐ |
| 20. Put a hard stop after open work | ☐ | ☐ | ☐ | ☐ |

AFTER 4 WEEKS: KEEP / CUT / WHY

Keeping (2-3 tips): _____

Cutting, and why it didn't fit: _____

One lever to try next: _____