

# Morning Routine Checklist

44 ideas to help you create a plan you'll stick to

## waking up



- choose a time
- make your bed
- leave phone out of reach
- open blinds
- light a candle or turn on diffuser
- drink a glass of water with a sprinkle of salt

## getting ready



- take a shower
- wash face
- style hair
- apply makeup
- put on an outfit you feel good in
- put on sunscreen
- brush teeth
- floss

## body



- 5 min stretch
- walk
- workout
- take vitamins
- make a healthy breakfast
- yoga
- put on a face masque
- cold exposure

## home



- do a quick tidy
- wipe down counters
- set the mood in your space
- start a load of laundry
- prep dinner

## mind



- read fiction
- read personal development
- journal
- notice feelings
- meditate
- affirmations
- pray
- visualize goals
- do breathing exercises
- do grounding exercises
- gratitude
- write out to do's for the day
- step outside & breathe in
- listen to music
- listen to podcast
- be creative
- connect with a loved one

# Gmail Morning Routine How To

**Dominic Wolff**



## **Gmail Morning Routine How To:**

**Tame Your Gmail in 5 Easy Steps with David Allen's GTD** Dominic Wolff,2014-04-09 Do you feel like you're always behind the 8 ball Do you get to the end of your day but feel like you accomplished nothing Do you have a tendency to put things off until the last minute We all tend to delay things from time to time and some days we're just swamped with work when there's so many things to be done Even the most organized people will struggle with time management at one point or another Dominic Wolff addresses these problems and more in his latest book Tame Your Gmail in 5 Easy Steps with David Allen's GTD This book will show you how to manage your time better and actually get things done Wolff an author and advocate of productivity tools has written several books about using the famous Getting Things Done the time management system developed by David Allen in combination with different software applications first with Evernote and now Google's Gmail Tasks Calendar and Drive Yes the power of GTD and all these Google services are combined in a single book Let's say you have a thousand things going on at work You can simplify this by putting incoming pending tasks into different inboxes Doing so will allow you to execute all work as bite size chunks and you'll know exactly what to do anywhere anytime That's basically what Getting Things Done is Tame Your Gmail in 5 Easy Steps with David Allen's GTD applies GTD's principles and shows you how to use Gmail Google Tasks Google Calendar and Google Drive the GTD way so that Your emails will be organized into a clear cut system Your appointments will be organized so that you'll never miss any event You'll remember anything and everything You can see what needs to be done wherever you are whether you're on your computer or are out and about You can get more things done The best part is that you can achieve the GTD mindset with Google's services in just five simple steps

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1. The book is structured into several chapters, namely:
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  - Chapter 4: Gmail Morning Routine How To in Specific Contexts
  - Chapter 5: Conclusion
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6. In chapter 5, the author will draw a conclusion about Gmail Morning Routine How To. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Gmail Morning Routine How To.

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