

253: How to Be Productive in These Strange Times

10 Point Checklist

Mike Vardy

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



“Normal is continually changing. Things will not go back to how they were before this pandemic. The world is changing, and so should our human ways.”

MIKE VARDY

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- Plan your days out even if there's not much to do. Quarantine may be very different from what I'm used to, but this shouldn't stop me from being organized.
- Be adaptable to change. Change is inevitable. There's little to no chance the world will ever go back to how it was before the Coronavirus outbreak. Moving forward, we're all going to have a new way of life, and that's okay.
- Figure out how to switch things up. Working from home can be a massive shift from working at an office. Set up space in my house that's a designated, but pleasant, working environment.
- Make the most out of every moment, even in difficult times. Learn to appreciate the little things. There's a silver lining to every cloud.
- Take a break. Productivity doesn't mean doing as much as I can within the day. It means that I should know what tasks to focus on that matter most to my future. Rest is necessary.
- Make things easier for myself. If something is too complicated to accomplish, it's best to delegate it to someone who can do it better or leave it.
- Be fully present in everything I do. Whenever someone becomes more intentional about what they do, their focus and presence lead to efficiency.
- Don't disregard the things I do for fun, but be able to control myself when it's time to pull away from it and get back to work.
- Establish certain habits that can help me accomplish tasks more quickly. When the brain gets used to a particular established system, it's easier to automatically take action .
- Pre-order Mike Vardy's book, [TimeCrafting: A Better Way to Get the Right Things Done](#).

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/how-to-be-productive-in-these-strange-times-with-mike-vardy>