

Productivity Pointers

Discover new lessons every day which can be completed in around 5-10 minutes.
Don't worry if you miss a day — you can always catch up tomorrow.



Monday	Tuesday	Wednesday	Thursday	Friday
<p>Day 1 The way you start your morning matters (1m 34s)</p>	<p>Day 2 Productivity: Build lasting habits (1m 52s)</p>	<p>Day 3 Activity: Block off four short breaks in your calendar next week</p>	<p>Day 4 The five steps of Getting Things Done (2m 49s)</p>	<p>Day 5 Cultivating a mindset for productivity (4m 45s)</p>
<p>Day 6 Activity: Set one intention for this week to keep you focused</p>	<p>Day 7 Harnessing AI for productivity (1m 41s)</p>	<p>Day 8 Moving from distraction to traction (2m 58s)</p>	<p>Day 9 Think smarter and focus better with AI (2m 46s)</p>	<p>Day 10 Prioritize progress (4m 44s)</p>
<p>Day 11 Measure your productivity (2m 30s)</p>	<p>Day 12 Activity: Make time for something fun and energizing in your calendar next week</p>	<p>Day 13 The seven work tasks where AI can help you do more (2m 30s)</p>	<p>Day 14 Rapid fire tips plus four cups of coffee (1m 39s)</p>	<p>Day 15 Reflection: What were your biggest takeaways from the Productivity Pointers challenge?</p>
<p>Day 16 Activity: Before signing off today, make a list of the big things you want to focus on tomorrow</p>	<p>Day 17 Unleashing the power of two minutes (57s)</p>	<p>Day 18 Manage distractions to optimize your time (2m 29s)</p>	<p>Day 19 Activity: Make a list of ways to spend your free time today (e.g. on specific tasks, relaxing, reading etc.)</p>	<p>Day 20 Activity: Block off time each day next week to read and respond to emails</p>