

# STELLAR *Life*

Hosted By *Orion*

## Get More Out of Your Day the Smart Way

10 Point Checklist

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Want to gain as much knowledge as possible out of this episode? Here is your **10 point checklist** that gives you actionable steps you can take **TODAY** to start living a Stellar Life!



# 10 STEPS YOU CAN TAKE TODAY

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

- Focus on qualitative goals rather than quantitative goals. Check off the most important things on your list instead of checking off as many tasks as possible.
- Create a framework for your ideas and organize your priorities from highest to lowest. Strategize which tasks you need to tackle first.
- Analyze your energy levels to discover what time of the day or week you function best. For example, find out what time is best for research, writing or answering emails.
- Find and participate in a hobby that brings out your ideas. Some people get inspiration in the shower, while others find it through nature walks.
- Keep track of yourself through journaling. Aside from being a good form of self-expression, having a journal helps you monitor your progress and productivity.
- Stop the habit of saying “I’ll do it tomorrow.” If a quick task can be done now, make sure to get it done and don’t wait.
- Take time to slow down. Productivity is not about speed. Pausing and taking things into perspective can help you better reach your goals.
- Set up themed days or themed months to keep your thoughts and goals organized.
- Don’t hyper-schedule and overpopulate your calendar with too many things to do.
- Check out and tune in to the Productivityist Podcast to get the latest tips on how to optimize your time and goal setting.