WIN YOUR WEEK WORKBOOK

7 Days To
Get Stuff Done
Mindfully *and* Productively

JessicaTudos.com

HELLO CREATIVE GO-GETTERS!

Thank you for downloading the WIN YOUR WEEK WORKBOOK: 7 days To Get Stuff Done Mindfully *and* Productively!

168 hours. No more, no less. We all get the same amount per week.

You're ambitious and multi-passionate and you want your hours to count.

You know that *being productive while working from home* is critical to your professional success, but staying on track is challenging. Especially now.

The effects of Covid are far-reaching, and many of us are struggling to try to balance our personal and professional commitments. So much to do....

My guess is that you're trying to manage your mega to-do list, multiple commitments, and mindset while simultaneously trying to stay organized, productive, and healthy. How can one prioritize all that?!

Throw in distractions, competing priorities, and "shiny object syndrome" (Ooh, look, a new idea over there, I'm doing that instead!), and it's no wonder you're feeling overwhelmed, disorganized, and stressed out.

It's exhausting.

I used to feel like I was perpetually behind and not progressing quickly enough in order to meet my own expectations. *Cue the perfectionism!*

To cope, I filled my hours with endless activities that made me feel “busy” but not productive. I was "doing", but not making an impact.

Feeling stretched too thin, I was afraid that things would never change.

As an ambitious and multi-passionate entrepreneur, with an eclectic portfolio career, I knew I had to change my mindset and approach to productivity and organizing if I was going to accomplish the goals I set for myself.

To move forward, I learned to:

- Adopt a growth mindset to overcome analysis paralysis, perfectionism, and fear of failing to live up to my own expectations
- Streamline my physical space to suit my work style and priorities
- Implement the T.U.D.O.S. Technique to get, and stay, organized
- Sustain my productivity by forming new habits, practices, and routines

With these foundational pieces in place, accomplishing my goal of bringing more creative projects to life productively and confidently became a reality.

My hope is that by sharing ideas, resources, and tools that helped me be mindful and productive, you too can bring your projects to life and thrive.

To your incredible success,

Jessica

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HOW TO USE THIS WORKBOOK

This workbook is divided into two main sections (mindset & space) and several reflections and prompts to help you get more done mindfully and productively.
You can read the content in the order it's presented or explore what captures your curiosity and feels right.

If you find yourself drawn to certain ideas, I urge you to explore them further on your own or with me - *this workbook is the tip of the productivity and mindset iceberg!*

This workbook is for you when you:

- Feel overwhelmed, distracted, and all over the place
- Want to do more, and be more, but for whatever reason, it's not happening
- Need inspiration, motivation, and practical organizing solutions to help you win your week
- Aspire to be the best version of yourself in order to thrive

I can't wait for you to win your week and get stuff done, so let's get going!

WIN YOUR WEEK: MINDSET

Mindset matters. To win your week productively and get stuff done, it's essential to gain control over your thoughts, as they create your feelings, which create your actions, which create your results. Answering the 10 questions below will help align your mindset with your goals so that you can achieve the results you want.

1. What does a winning and productive week FEEL like?

2. What are 3 things you DO in a winning and productive week?

3. What does an unproductive week FEEL like?

4. In an unproductive week, what do you DO/NOT DO?

> *I discovered that when I believed my thoughts, I suffered, but that when I didn't believe them, I didn't suffer, and that this is true for every human being. Freedom is as simple as that. I found that suffering is optional. I found a joy within me that has never disappeared, not for a single moment. That joy is in everyone, always.*
>
> **~ Byron Katie, "The Work" Speaker, Author, Life Coach**

5. What will you have to give up to move forward? How will this FEEL?

6. What might get in your way and how will you overcome it?

7. How will overcoming the IMPOSTER SYNDROME (when something feels beyond your skill, talent, and worthiness and you're a fake) help you win your week?

8. How can a GROWTH MINDSET (Carol Dweck's theory that our basic abilities can be developed through dedication and hard work) help you win your week?

9. How can GRIT (the passion and perseverance to accomplish long-term goals popularized by Angela Duckworth) help you win your week?

10. If you had a magic wand, what would you wish for RIGHT NOW?

> *Success is a bit like coming up with a spectacular roof design first. Before you can get it up there, you need to build a solid foundation and support structure.*
>
> ***~ Linwood Barclay, author***

PERSONAL REFLECTION

Years ago while teaching GRIT, a student asked me what job I had before becoming a professor. It seemed a simple enough question and I began listing several jobs...and projects...and contracts...until I realized there was no simple answer.

I recognized that I was, and would always be, a portfolioist with many projects and "jobs" on the go and I'd better figure out how to get stuff done productively!

Seeing this career choice as a strength to draw from is what drives my passion for helping other determined and multi-passionate go-getters bring their projects to life.

I wholeheartedly understand the satisfaction that comes from pursuing multiple projects simultaneously, as well as the negative impact **it can have on our focus, creativity, and organizing capabilities.** What I've learned is that you can optimize all three, get stuff done, and make meaningful impact in the world...with a good strategy.

Today, when someone asks me what I do, I pause, think about my week, and let them know I'll be helping someone reach their goals productively through coaching, mentoring, teaching, facilitating, or organizing, and it's all a-ok.

There is such freedom when we accept who we are and what we have to offer the world. So, let's get intentional, curious, and creative - and get more stuff done!

PHYSICAL SPACE

Space matters. When you think about the spaces you live, work and relax in, how do they feel? Do they help or hinder your progress and ability to get stuff done productively? Optimizing your space using the T.U.D.O.S Technique will improve your productivity so you can get more done and reach your goals faster.

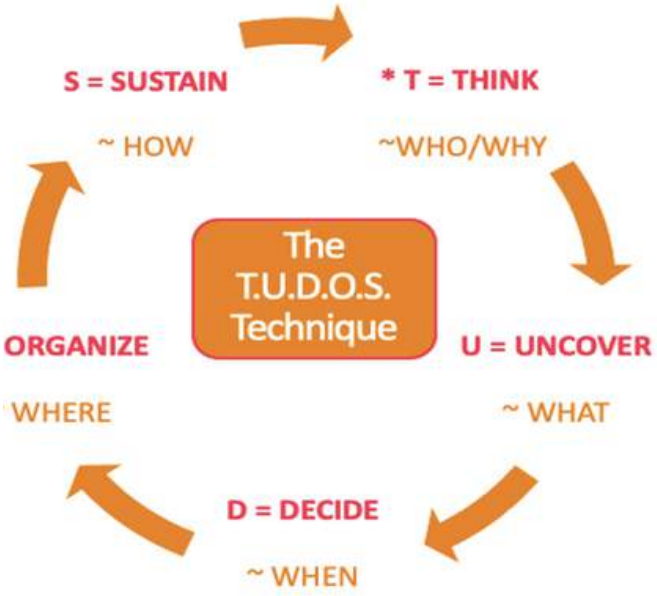
What is the T.U.D.O.S. Technique? How can it help you win your week?

Working with clients in many diverse spaces has taught me that our physical surroundings have a major impact on our productivity, focus, and wellbeing.

With a desire to provide a detailed step-by-step process to streamline, declutter, and organize any space, I developed the simple 5-step T.U.D.O.S. TECHNIQUE.

(Yes, using my last name helps a lot!)

This next section provides you with prompts for each step in the process.



STEP 1
THINK

WHY change? Why streamline how your space looks and feels? What space inspires your best work? Anything getting in your way (i.e.: clutter)? How can you overcome these challenges?

T.U.D.O.S. TECHNIQUE

STEP 2
UNCOVER

Gather all items from each category (i.e.: ALL pens, supplies, tech, etc.) and sort LIKE WITH LIKE. What do you own? How does seeing it all displayed make you feel ? Ready to act?

STEP 3
DECIDE

For EACH ITEM in each group, ask: Do I need, use or love this? Does it add value to my life? Does it spark joy (Thanks Marie Kondo)? Then, keep, toss, recycle, donate, sell or take action.

STEP 4
ORGANIZE

Set up strategies, systems, and structures to optimize your space and item usage. Where's your PRIME REAL ESTATE? Put high use items there. How can you make organizing your space easier?

STEP 5
SUSTAIN

How can you build HABITS that support optimal functioning and inspiration of your space? Can you create both and ensure there's a home for everything and put everything in its home?

PERSONAL REFLECTION

Being an organized and productive person most of my life, I thought I had my work-from-home-due-to-Covid situation all figured out...

My husband had the upstairs office while my son used the dining room, which left me with the kitchen island. No big deal I thought...I'm adaptable, have a laptop, and can work from anywhere...

But I soon realized my space was not only slowing me down and causing me stress and frustration, it was impeding my productivity and progress.

My workspace felt uninspiring, disorganized and temporary. It was time to create a space to not only work from, but thrive in. The decision to refurbish the 1960's teak desk my father gave my grandmother has been great! Not only is my desk functional and permanent, it's inspiring and connects me to my family.

Since creating this new space, I feel more focused and productive, which makes getting stuff done easier, more enjoyable, and really satisfying.

CONCLUSION

My greatest hope is that the WIN YOUR WEEK WORKBOOK: 7 Days to Get Stuff Done Mindfully *and* Productively is a catalyst for considering the powerful connection between your mindset, physical space, and productivity.

When all three are aligned, your creative multi-passionate self shines bright, and there's no stopping you or the impact you can make. Before we go, there's one more question:

How can deliberate practice (the ongoing pursuit of something that is purposeful and systematic) help you win your week and help you get more stuff done?

I'd love to know your answer, along with the steps you're taking to get stuff done productively. You can find me at **jessica@kikacreative.com** or in our **Facebook group!**

> *She stood in the storm and when the wind did not blow her way, she adjusted her sails.*
>
> *~ Elizabeth Edwards*

NEXT STEPS

Looking to dive deeper into productivity and mindset work alongside an expert who can guide you towards lasting changes?

Click on the titles below to learn how I help multi-passionate go-getters like YOU win your week and get stuff (the right stuff!) done productively.

1:1 Productivity Coaching & Mindset Mentoring

Yearning to stop over-thinking and start intentionally doing more to bring your projects and ideas to life alongside an expert productivity coach and mindset mentor?

Power Hour Breakthrough Session

Looking for an expert to help you quickly get past that stuck, frustrated, overwhelmed feeling? Someone to talk through your ideas so you can achieve your breakthrough?

Get it Done! Accountability Group

Looking for accountability among a like-minded group of determined go-getters and expert facilitator (me!) to keep you on track and focused so you can accomplish more?

Thrive with 5 Digest

Craving inspiration from the worlds of productivity, creativity, professional organizing, experiential learning, and random stuff I like delivered to your inbox every 2 weeks?