

MINI EBOOK

#100DAYSOFPRODUCTIVITY

100 WAYS TO BE PRODUCTIVE

CREATED BY
RAYOWAG.COM

LEARN NEW THINGS

LEARNING NEW THINGS SHOULD ALWAYS BE YOUR PRIORITY



- Start learning the basics of a new language
- Try a free online course and write down your learnings
- Listen to an educational podcast
- Learn short cuts for programs you use or at least the basics for the browser (copy, paste, screenshot, reload, etc)
- Watch a documentary and write down your learnings
- Learn how to stop procrastinating and start working (read articles!) (**I have a blog post about it by the way!**)
- Study for school or something you're currently trying to learn
- Learn how to edit pictures/videos
- Create a post/PDF/graphic about something you understand well and post it for others to learn from it
- Learn how to correctly do research on something
- Make a playlist of videos with things you want to learn



ORGANIZATION

HAVING AN ORGANIZED PLACE IS ESSENTIAL IF YOU WANNA GET YOUR LIFE SORTED.

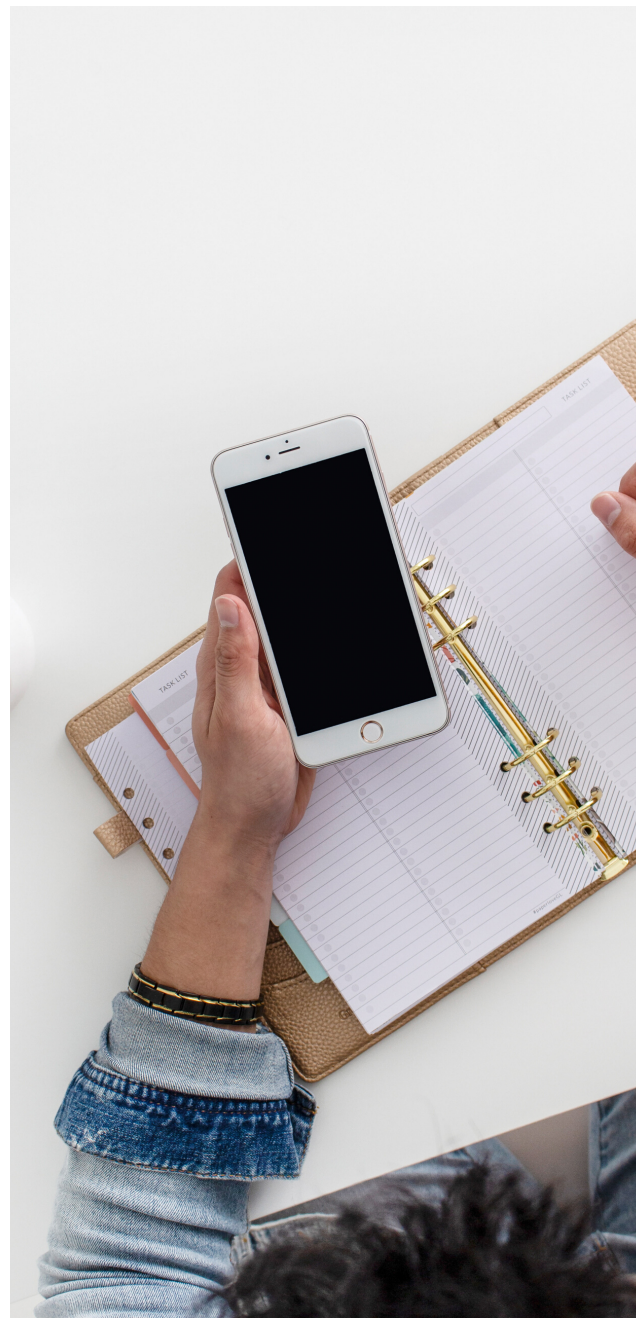
- Sort out your email inbox(es)
- Organize your paperwork
- Declutter your hard drive
- Sort through digital and physical pictures
- Redecorate your room/apartment/house-Unsubscribe from newsletters
- Sort & declutter your pantry
- Backup your computer
- Update all of your passwords (!!!!) & check if your data has been leaked (**haveibeenpwned.com**)
- Take personality tests (Myers Briggs, Astrology Natal chart, 5 love languages, enneagram, etc)
- Delete contacts on your phone
- Throw away all the expired makeup (they have an expiration date for a reason!)
- Scan in papers you don't need physically and back them up.
- Clean up your wallet/purse
- Get procrastinated paper work done
- Send overdue emails
- Create a folder with your most accessed files
- Organize and declutter your browser bookmarks
- Check-in with different providers if you could get a cheaper price (internet, phone, electricity, etc.)
- Declutter your junk drawer/shelf/area/room
- Reorganize your kitchen
- Clean your shoes
- Write a list of clothing you need to or want to buy
- Have a go-to grocery list in your notes or to-do app
- Sort out your closet
- Throw some boxes and other stuff away that have been sitting around



CHORES

YES, CHORES ALSO COUNT AS PRODUCTIVE THINGS TO DO. WHO WOULD'VE THOUGHT :D

- Wash your makeup brushes
- Test and declutter all your pens
- Make doctors appointments for the 6 months ahead
- Deep clean your bathroom or kitchen
- Do the laundry
- Clean your tech equipment (screens, keyboards, cameras, etc)
- Take out the trash!
- Try to meal prep
- Clean the fridge
- Clean your pillows, plushies and blankets
- Clean the windows
- Charge all your electronics and batteries
- Charge all your tech devices
- Clean up your garden or balcony
- Spend some time in the library.



PERSONAL DEVELOPMENT

GROWING AS A HUMAN BEING IS ALSO A
PRODUCTIVE USE OF TIME

- Create or update your CV
 - Read a book
 - Make a 5 year plan or update it
 - Watch a Ted Talk and write down your learnings
 - Delete apps on your phone and restrict the time you can spend in others
 - Set up a password manager
 - Unfollow people on your social media & unfriend people on Facebook (& stop hate-following people!)
 - Check your finances and plan them ahead
 - Batch work ahead
 - Map out your goals and action steps
 - Update your to-do list
 - Plan the next 90 days ahead to have enough self care in your weeks and reach your goal faster and more effectively
 - Write a personal development plan (**workbook in the freebie library**)
 - Write/Update your bucket list
 - Ask a friend/neighbor if you can help them with anything
 - Write a list with small new things you wanna do, visit or create in the coming months
 - Figure out ways to save money (You don't need Netflix to survive, believe me!)
 - Fill your calendar with appointments and reminders of things you need to do (Set yourself deadlines for tasks if you work well like that!)
 - Create a system that makes it easier for you to start habits (watch videos on creating systems for that. I.e. Rowena Tsai)
 - Go through old diaries and write down how you have evolved since then
 - Create a study/work plan that might work better than your current one.
 - Look into new podcasts (productivity, business, or something completely different like D&D)
 - Make a list of where you could make new friends and connections.
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SELF CARE

TAKE GOOD CARE OF YOURSELF



- Write people that you want to (re)connect with messages
- Figure out new clothing combinations and takes pictures of the outfits for later
- 20-minute workout
- Journal out all your feelings
- Scan all your food, cleaning and cosmetics items into a code checking app and check how bad they might be (research alternatives)
- Take headshots of yourself for social media profile pictures (watch some tutorials!)
- Go for a walk
- Call a loved one
- Make a vision board
- Spend 30 minutes being actually social on social media
- Meditate for 20 minutes
- Write letter for your friends
- Cook a healthy meal
- Paint something
- Meet up with a friend
- Have a little photoshoot with a friend
- Create a full skincare routine
- Create/Update your background & lockscreen pictures on your phone & computer
- Watch your „Watch later“ list on Youtube or sort out the videos you know you won't be watching
- Block and mute topics/tags/people that ruin your mood
- Follow positive accounts
- Have a social media or phone free day
- Create something pretty for your friends (drawing, graphic, card, meme, anything)
- Create a list of 100 things you are grateful for
- Plan an entire self care day

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A WORKBOOK GUIDE on

HOW TO GET YOUR LIFE TOGETHER

You feel stuck in your life? Your days feel either too boring or too stressful and you don't know where to start fixing your life?

I have created an entire workbook just for you. My workbook will work you through getting clear on your goals and getting back on track in life again:



[CHECK IT OUT](#)