

PERFECT PLANNING FOR A TIP-TOP ADMIN SESSION

SPECIFIC TASKS FOR THIS SESSION

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

What is the absolute minimum amount which would still feel like a win?

DOPAMINE BOOSTERS

ENERGISING --- FOCUS --- COMFORT

STRAY THOUGHTS PINNED HERE

SPECIFIC TASK LIST

- GATHER ALL RESOURCES
- MUTE NOTIFICATIONS

Notes and actions linked to this task →

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- FOLLOW-UP ACTIONS CAPTURED
- CLEAR YOUR WORKSPACE
- UNMUTE NOTIFICATIONS

SET UP AND START - SET TIMER 15 MINS

NON-NEGOTIABLE 5 MINUTE BREAK

POMODORO BLOCK TWO - SET TIMER 25 MINS

NON-NEGOTIABLE 5 MINUTE BREAK

POMODORO BLOCK THREE - SET TIMER 25 MINS

NON-NEGOTIABLE 5 MINUTE BREAK

POMODORO BLOCK FOUR - SET TIMER 25 MINS

NON-NEGOTIABLE 5 MINUTE BREAK

POMODORO BLOCK FIVE - SET TIMER 25 MINS

NON-NEGOTIABLE 5 MINUTE BREAK

WRAP UP - SET TIMER 15 MINS