

## Manage Your Day to Day Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind Summary

Manage Your Day to Day Build Your Routine is a helpful collection of short articles by different business experts on how to effectively utilize your day and strengthen your creative muscles.

It will be a good starting place for the beginner and who wants to turn into a productivity pro.

You might spend your time pleasing everyone else's and delivering on their expectations, but you need to discover your deeper aptitudes and creative capacities.

The book will throw the light on why and what of your routines and rituals.

This is just not a book.

It guides how to be efficient in your professional career. It will provide you the practical advice on how to develop an effective routine with the help of professional experts.

### **TURNING INTO PRO**

To turn into pro, you need to pass by many levels of professionalism. The road map of different levels of professionalism.

Stage one is to sit down and work for one hour. The stage is kindergarten. The goal is to present yourself on your work desk every single day for one hour.

In stage two you need to repeat the same task, the next day, the next week and even the next month.

At this stage, you do not need to think about quality. The goal is to hit your deadline - a book, run a startup, or something worthy to get the attention of another human being.

You are learning how to do the activity even if you did not feel to do the work.

Stage three is to reach the finish line.

At this stage, you are standing on your legs. Now you begin to address quality. You are acquiring skills, craft, and experience. At this stage, you will produce a product that works and deliver values to others.

## **DO YOU KNOW THE WARNING SIGNS OF PROCRASTINATION?**

When you stuck in the middle of the project, or begin to doubt yourself.

Ask what kind of problem you are facing?

Once you understand the basic nature of the problem. The cause. Then, it will become easy for you to solve the problem. Here is the list of five common kinds of problems you can face in your journey.

### **Inspiration:**

You are working on a big project. You may reach a point when your inspiration runs dry. And you find it harder to accumulate the enthusiasm for work.

At this moment, relax and begin to do the other activities. Because a short break will help you to recharge.

### **Mixed Emotions:**

You can only produce quality outcomes when you count on intrinsic motivation. But, you cannot produce the quality from extrinsic motivation.

Intrinsic motivation comes inside from a person, however, extrinsic motivation comes from outside.

Extrinsic motivation such as money and reputation will harm creativity.

To produce quality outcomes. Dedicate a space for creative work, never pollute the space with daydreaming about success.

### Personal Problem:

You might have a personal problem, everyone has.

But, you cannot focus on work when you are dealing with a teething toddler, falling out with your best friend, or battling with an addiction.

Now you need to understand if you are dealing with problems then your productivity will decline.

Make a habit to treat the work as a refuge. Do not try to be on fire every single day. Appreciate yourself, if you show up at work every single day. And make a small deposition.

### Poverty:

Lack of cash can also become a problem in productivity. Because it might stop you to buy some sort of equipment or other necessary things you need to get the job done.

### Presentation Problem:

Lack of making presentation skills can also become the cause of procrastination. Because if you might not have the proper skills to prepare slides.

Then, you will begin to procrastinate.

Honing presentation and marketing skills can help you to influence people. You must improve your communication skills. As if you want to succeed in your life. You need to communicate.

## **THE SOONER YOU WILL KNOW ABOUT THE DIFFERENT MINDSET THE BETTER.**

### **Perfectionism vs pragmatic Mindset.**

Perfectionism is a personality trait. In this, a person believes that perfection should be attained.

In perfectionism mindset, if you produce the thing as you envision in your head. You are at the top of the world. But, if you fail to measure those standards. You might become upset.

The mindset can help you to produce incredible work. Because it generates the feeling that a little bit of more work will finally make the outcome adorable.

But, a perfectionist mindset can also lead you to produce enormous stress. And, it will stop you to immerse yourself in a new project.

But, if you do not allow yourself to make something imperfect. Then, you are stopping yourself from receiving proper feedback for necessary growth.

On the other hand, Pragmatism belief that you cannot make something perfect in the first instance.

No matter which approach you take in the past either pragmatism or perfectionism approach. But you can choose to act differently in the present.

You can take two approaches at each phase.

### 1. a. Thinking of creative perfectionist approach to begin a project:

I will not start a project until I have an ideal plan, a strong level of motivation, and enough time to do the work.

But, the mindset does not help you to get the things done. And you end up feeling horrible.

### 1. b. Thinking of creative pragmatic approach to begin a project:

I will not get any perfect time to begin a project. Instead, I should set a time to start at least one part of the project.

When the time comes. I will do the next part no matter, how I feel. In the end, I will decide to do the last part.

I know the first stage of the project is hectic. And, in the beginning, the project will take long hours than normal. But it is okay. Here, I will adjust my plans to meet the first requirement.

### 2. a. Thinking of creative perfectionist approach to finish work:

My project will not complete until it reaches the ideal benchmark as I envision in the beginning.

### 2. b. Thinking of creative pragmatic approach to finish a work:

I can say my project is complete when I complete the minimum requirement of the project.

But, once the project is complete, it does not mean, it will not improve in the future. It means I can submit the work now.

### 3. a. The creative perfectionist approach for feedback:

If someone points out a mistake or mention something that I did not include in the project. I feel I am a loser.

### 3. b. The creative pragmatic approach for feedback:

My project is not up to the mark, although, I did not feel loser. Instead, I will take the feedback sincerely and work on it.

Because it helps me to hone my work. But, if I never open myself for feedback. I will miss opportunities to improve my skills.

## **USE DISENGAGEMENT TO BECOME MORE CREATIVE.**

When you are working on a complex problem and you are unable to find any solution. Then, disengagement with the problem helps you to explore new things. During the downtime period, you can do kinds of activities.

Activities that help you to relax your brain.

You can do either meditation or exercise or play your favorite sport. However, practicing meditation helps you to train your brain to reduce stress and make it more alert and focus.

Practice meditation daily can lead you to better use of brain facilities.

However, exercise sharpens your brain and refines every dimension of cognition. The kind of exercise does not matter.

It depends on what works for you. But you should know when you become comfortable with the environment, creativity begins to rust. So at this time, try to do something else's.

## **EXPLORE YOURSELF IN YOUR SPARE TIME.**

Develop a habit of writing pages in the morning. Take a pen and paper and begin to design your dream. Write down what you want in the future. Writing morning pages allow the free flow of creativity juice.

It is the key to unlock brain insight. Unnecessary creation gives you the freedom to explore new things.

You give yourself frequent permission to explore with no restriction. You will increase the chance of creativity refinement in all areas of your life.

The creative act is risky and it requires you to step outside of your comfort zone. But when you schedule a time for unnecessary creation. And create a safe place for experiment with a new way of working. You can create what is in your head.

Unnecessary creation develops new skills that you can use later. It is difficult to learn new skills when you are working on a company project.

Morning pages help you to create your world on a piece of paper. You can even fail here without dare consequence. With this, you will create new tools in your toolbox that can be used in your everyday work.

## **THE UNFORTUNATE TRUTH ABOUT MULTI-TASKING.**

You can only multi-task when it comes to automatic behavior, like listening songs and walking.

Activities that require conscious attention, then there is no such thing as multitasking. However, at this time, your brain performs an activity called task switching.

Task switching is the process of switching from one task to another. And then get back to the first task. The process will continue until anyone's task is completed.

You might feel that you are multi-tasking. But, you are not.

Multitasking hampers your performance. And it takes long hours to complete your project.

It is easy to put one task at hold and begin another. But studies show that you will find it difficult to let go of unfinished work.

EXAMPLE: You are working on a project in the morning nearby at 9 pm and you decide to leave the project unfinished. But the unfinished work could revolve in your mind. And affect your performance.\_

The best approach is to set a good stopping point on a project. So you can free yourself from nagging questions.

Make a rule that before going to start any project, set a stopping point and then work continuously until you reach the stopping point.

## **HOW TO USE SOLITUDE TECHNIQUE TO BE CALM?**

### **What is Solitude?**

Solitude is an activity of sitting in silence alone. Solitude helps you to know yourself better.

When you are alone, you will make choices without the interference of outsiders. And when you make your own choices, you will have a better insight of yourself.

Solitude is important to listen your inner voice. Even a small-time set for solitude each day can make an enormous difference in your life.

Solitude ironclad your mind from negative thoughts. So it helps you to calm your mind.

Set a time for solitude and make it an essential part of your daily routine. For many people, the ideal time for solitude is in the morning. As the kids are sleeping. Nothing comes up that early to disturb you.

You might scare of solitude, as it means to face yourself without distraction. However, practice helps you to make solitude less scary. And with time, you will become comfortable.

To do solitude. You need to find a quiet place in your home. Once you find a proper place to do solitude. Sit there, and keep your back straight, even keep your eyes open, but do not focus on anything.

Focus your attention on breathing when it comes in and out of your body. With this, you will learn to watch your thought, not to control by them.

## **NEVER SUFFER FROM YOUR WORKLOAD AGAIN, RENEW YOUR ENERGY.**

You are not designed to work continuously for a long time. however, you can work easily, via spending and renewing your energy.

Your body follows an ultradian rhythm. That means, after every ninety minutes. You will reach a point of your capacity. And now it is time to renew yourself. You need a break to recharge yourself.

But if you try to work even after 90 minutes by depending on coffee, sugar, or summoning up your stress hormone. Then there is a price to pay.

I suggest you, to produce quality results, align your work with the natural rhythm of your body.

Make a rule of taking a small break.

I even suggest you, to take proper sleep at night. As sleep is more important than food.

You can go for a week, without eating anything. And the only thing you will lose the weight. But once you give up your sleep even for a few days. You will become dysfunctional.

## **DISCOVER THE SECRETS BEHIND FREQUENCY.**

To expand in any field, you need to work every single day including holidays, vacations, and weekends.

This kind of frequent work, make it possible to achieve more for several reasons.

Even a theory that says you need to work 10,000 hours to become a master in a field.

1. It is difficult to begin a project from scratch. But, working on every single day helps you to keep your momentum going.

And it also prevents you to derail from the project. You do not need to review your work to get back to the track. Because your project is fresh in your mind.

2. When you work occasionally, you will hope to produce the best outcome.

But, if you are producing the work every single day then no one day will look special. Someday you will produce more quality outcomes than other days.

3. To achieve quality outcomes, you need to grind yourself with the work. Creativity arises when you continuously work on a single idea and it also fertile the land for new ideas.

4. You do not need to sum up the courage if you work frequently. With time, it will become easier to sit and do your work.

5. You will accomplish more when you work every single day. It also helps you to do your work smoothly and pleasantly.

## **THE QUICKEST AND EASIEST WAY TO SET YOUR ROUTINE.**

Never start your day, with other people's priorities. Because when you carry out the other people's work and begin to do your own.

It might become mid-afternoon.

Plus, the level of your energy drops down and your brain becomes slow.

Analysis when your energy level is high and dedicate those hours to important work.

To enter into a creative zone, stick with the same surrounding, same background music, even with the same tools. So the tools become triggers to enter you into the creative zone.

A best-selling novel, an award-winning blog, or a piece of software achievement like these take time and dedication.

However, this work will never feel like an urgent work to do from Email waiting in your inbox to respond. But, responding to email is like reacting work.

If you want to create something that stands out from the rest. You need to develop a habit of doing creative work first and reactive work second.

### Why is it better to do Creative Work than Reactive Work?

Creative Works means that you are working on presentations, spreadsheets, designs, computer programs. However reactive works mean replying emails.

Reactive work is doing something that you can postpone to do later.

It takes willpower to switch off your phone. But it is better to disappoint a few people, then to surrender your dream for an empty inbox.

Once you set yourself to do work, set a time, before going to start any work. Dedicate time prevents you to take long hours to complete the work.

Set a specific time for doing different work. Experiment with the time and find the combination to produce quality outcomes.

## **NEVER SUFFER FROM NEGATIVE THOUGHTS AGAIN.**

Negative distractions can hamper your creativity. It is also not easy to remove yourself from negative distractions.

However, you can also replace negative distractions with positive ones. To use a positive distraction technique, set a timer in your clock and then begin to do the work.

Tie an unrelated reward, and cherish yourself once you reaching a millstone.

It takes self-control to work in a chaotic environment. Ignoring negative distractions requires mental power. However, some people can keep focus for hours while others cannot.

You can use the strategies to increase your self-control.

Saying ‘yes’ instead of ‘yeah’, flossing your teeth every night before climbing to bed, and improving your posture. Strategies can help you to strengthen your willpower in other areas of your life as well.

Every person has a different length of time before productivity begins to decline. Once you find when your energy level is high, you can prevent yourself from exhausting.

You can even enhance creativity by working between mindful and mindless activities.

### **Mindless activity vs Mindful Activity.**

Mindless activities require little attention, but often a lot of your time. Activities such as performing maintenance tasks, doing chores work, and making photocopies are the example of Mindless activities.

However, activities such as invention and problem solving are examples of Mindful activities.

When you shift the work from mindful to mindless activities. You allow your brain to digest complex information in the relaxing stage. And this will help you to become more creative.

## **THE HIDDEN RISK IN YOUR TOOLS.**

Make a healthy relationship with your device.

Make a healthy relationship with tools, otherwise, you will lose perspective and become slaves. A healthy relationship is taking ownership of your time.

New technology comes with new habits. And, as with any good or bad habit. You should be careful.

As you begin to trust technology, you lose faith in yourself and your born instinct. However, there is still a part of life. That will not become better with technology.

It is your choice where you want to direct our attention.

Develop self-awareness by setting boundaries. You need to clear your attention before logged in to your social media account.

Social media are not bad tools as it helps you to engage and expand your world. And it also provides you the opportunities for personal and professional growth.

## **MY REVIEW:**

I will recommend the book to the person who wants to learn productivity hacks. But did not want to bother himself with tons of productivity books. The book is the collection of short articles by different business leaders, and experts on how to effectively utilize your day and strengthen your creative muscles.