

CONTROL THE CONTROLLABLES

productivity template

SABOTAGE LIST

List all of the tasks you need to do, or list all of the things that you are worried about and are sabotaging your mindset:

Can control ☒
Can't control ☒

▶		<input type="checkbox"/>
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PICK 3 - THE MOST IMPORTANT TASKS FOR TODAY

If these were the only tasks you completed today you'd be satisfied. Do no other work until these 3 have been completed and definitely don't look at your emails! Use a Pomodoro timer to work in 25min blocks with 5mins break between each block, and a longer break after 4 Pomodoros.

	Target Pomo's	Actual Pomo's
01	<input type="checkbox"/>	<input type="checkbox"/>
	○○○○○	
	track 25mins	
02	<input type="checkbox"/>	<input type="checkbox"/>
	○○○○○	
	track 25mins	
03	<input type="checkbox"/>	<input type="checkbox"/>
	○○○○○	
	track 25mins	

Regarding the things you can't control... stop worrying about them as you can't do anything about them anyway! It's a complete waste of braincells, time and energy. As the *thinker of our thoughts* we get to choose what we think about so choose NOT to worry about the things you can't control.