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Follow a morning and evening routine to boost productivity and feel more relaxed and get more done.

Morning Routine

1. **Set your alarm 30 minutes early:** Place your alarm across your room so you have to actually get up to turn it off.
2. **Drink a Glass of Water and Wash your face:** I know this may seem simple, but not only does it benefit your skin and health, it also helps you wake up and feel refreshed!
3. **Make your bed:** Making your bed increases your feeling of accomplishment for the day and that having a clean room helps you sleep better at night!
4. **Read something Important to Your Day:** It could be the newspaper, a book you enjoy, a personal development book. Reading will help stimulate your mind as well as give you a good, positive start to the day.
5. **Eat a good nutritious breakfast** Feed your brain and yourself something healthy and filling to start your day off **right**.

Evening Routine

1. **Lay out your wardrobe:** Pick your outfit the night before and lay it out. If you carry a briefcase or bag, pack it also the night before so that you don't have to stress out and pack it in the morning.
2. **Prepare your Breakfast and Lunch:** Healthy meals can help you through your day and handle stress better, ensuring that you have these foods is easier when packed the night before. Make easy nutritious meals like no cook oats or hard-boiled eggs and yogurt. These can be ready for you when you wake up.
3. **Make a Daily To-Do List:** Pick out your top 2-3 things that need to get done first and foremost, and write them down.
4. **Turn technology off:** 1 hour before bed, disconnect from all social and work-related media. You will sleep much better if you do.
5. **Stretch or Do Yoga:** Stretching or doing yoga before bed helps loosen up your body and is calm and relaxing.
6. **Read or Listen to a Good Audiobook:** Wind down with a good book in bed. It is soothing and relaxing after a busy day!

Exercise either morning or evening depending on your preference. I exercise in the morning to rejuvenate and get it out the way. Find out which time of day feels right to move. Movement make us feel strong and ready for our day.