

PLAY NUMBER

009


**THE  
PRODUCTIVITYIST  
PLAYBOOK**


PLAY DIFFICULTY



# THE MORNING LETTER



You're always your most present when you're in the moment as opposed to when you're trying to recall the moment. That's why journaling can be a huge help in directing your intentions and attention – the key components of personal productivity. If you're not willing to start journaling (yet), this play will help you run your day from the get-go, giving you self-directed guidance to kick off your day doing what you need (or want) to do.



## WRITE LETTER

Designate which pad of paper or notebook you'll use to write a letter to yourself every day. Choose a time of day (or add it to an established end of day routine) that you will sit down and write the letter.

*Consider writing the letter as your entire day comes to a close. Then you can evaluate which professional and personal tasks you want to work on tomorrow in your letter.*



## SIGN LETTER

Address the letter to yourself as you write it. Let your future self know what task(s) are most critical / important / urgent to work on the next day and why. Make sure to date it, and sign the letter as well (for example "Looking forward, Mike").

*List no more than 3 tasks at first so you don't get overwhelmed. You may want to give yourself a "quick win" task to build momentum as you start your day.*



## AFFIX POSTAGE

Place the letter where you will see it before you start your day. You can tape it to the bathroom mirror, on top of your closed laptop, or your office door. Then read it before your daily tasks.

*Add this to your morning routine so it becomes a habit. Make sure you write the letter every day so you get the best rate of return on your intentions as well as your attention.*

Writing The Morning Letter is a form of journaling. It's a great first step because it's more challenging to ignore your past self than it is to ignore your present self. I like to think of every day as a lifetime: you start as a child and end as an elder. Try using this mindset as you use this play.

**PRODUCTIVITYIST**

Adding this play to your personal playbook? Share on Twitter & Instagram!  
Tag us @productivityist with the hashtag #prodplaybook