

How to Use Your Snooze

The Nine-Minute Guide to a Productive Day

Minute 1: Deep Breaths

Take a few deep breaths. This will make your mind become more alert and also gives you something to focus on while you struggle to keep your eyes open.

Minute 2: Stretch

Small movements continue to wake up both your body and mind. Try to tense and relax different muscles as you move up or down your body. Don't forget to finish with a full body stretch.

Minute 3: Hydrate

Sit up now and drink a cold glass of water. This boosts metabolism and is sure to widen your eyes! A cold glass of water is one of the simplest, healthiest things you can add to your morning routine.

Minute 4: Most Important

Ask yourself, "What is the most important thing I need to do today?" Oftentimes, when we often ask ourselves what we need to do, we're overwhelmed by a wide variety of tasks - whether large projects or small errands. First things first: focus on what's *most* important.

Minute 5: Daily Theme

Begin to mentally prepare yourself for your most important thing. Are you giving a presentation at work? Do you have an important meeting to attend? Is your very influential blog post on hitting snooze due today? If you use daily themes, what's your focus for today? If you're still disoriented from sleep, be sure to check what day of the week it is. If you don't already have a daily theme, think of one or two keywords to provide focus to your day. If you're giving a presentation: communication. Important meeting? Engagement. Writing a blog post? Creativity, conversation, hilarity. I suggest keeping a pen and paper nearby for your morning brainstorm session (as writing them in my phone tends to invite distraction).

Minutes 6 & 7: Action Plan

Plan specific ways to center your day on your theme/keyword(s). For example, my theme for Tuesdays is Writing. Unfortunately, brilliance doesn't pour out of me as soon as I sit down to write; therefore, I must plan. On Tuesday morning, I know I have to gear my mind to be creative and introspective, so I incorporate silence, meditation, and journaling into my morning routine. Brainstorm small activities to draw attention to your intention for the day.

Minute 8: Plan Your Route

Before breakfast, I will sit and meditate in silence for five minutes (and not think about breakfast). After meditating, I will make breakfast and eat at the table with only a pen and paper. After breakfast, I will journal for five minutes about something unrelated to work. After journaling, I will turn on my computer.

Minute 9: Execute!

Time to get out of bed and put your plan into action. Carpe diem!