



Week 2

# Designing your morning routine



# Your Questions on Sleep

**What  
makes  
morning  
difficult for  
you?**



# Why mornings are the perfect storm

Lack of time

Insufficient sleep

Overwhelming number of decisions

Missing items

Misdirected anxiety

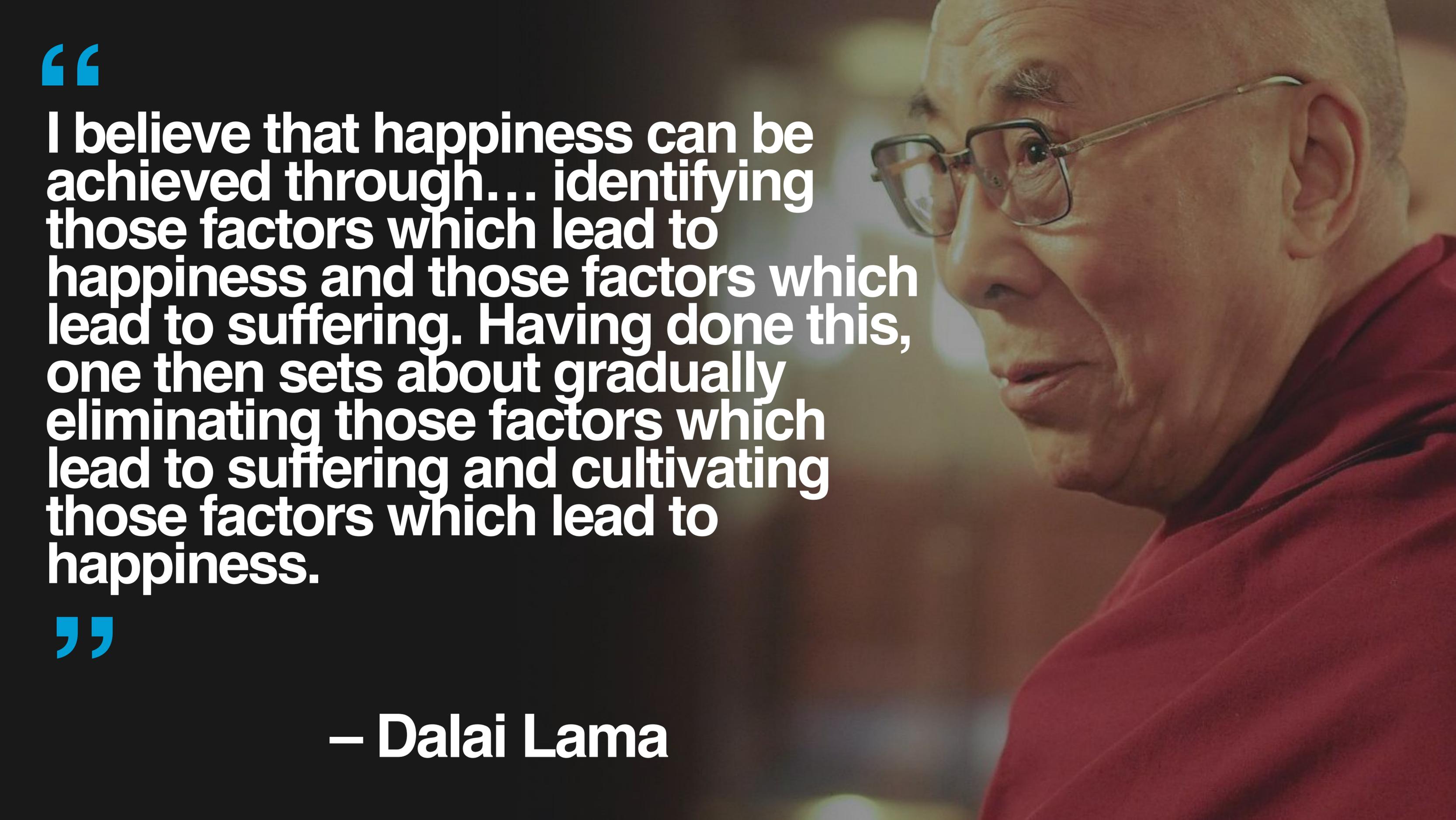


# Welcome to Your Morning Detox





**Dalai Lama**



“

**I believe that happiness can be achieved through... identifying those factors which lead to happiness and those factors which lead to suffering. Having done this, one then sets about gradually eliminating those factors which lead to suffering and cultivating those factors which lead to happiness.**

”

**– Dalai Lama**



**Stress  
drains your  
willpower**

**How you feel in the  
morning shapes  
how you feel the  
rest of the day**



# The perfect morning

What did you do differently?



**Start your day  
with a positive  
experience**





# Alarm

(n) / ə'lärm/

1. A sudden fear or distressing suspense caused by an awareness of danger
2. A signal that something is not right

# Alternatives to unpleasant alarms



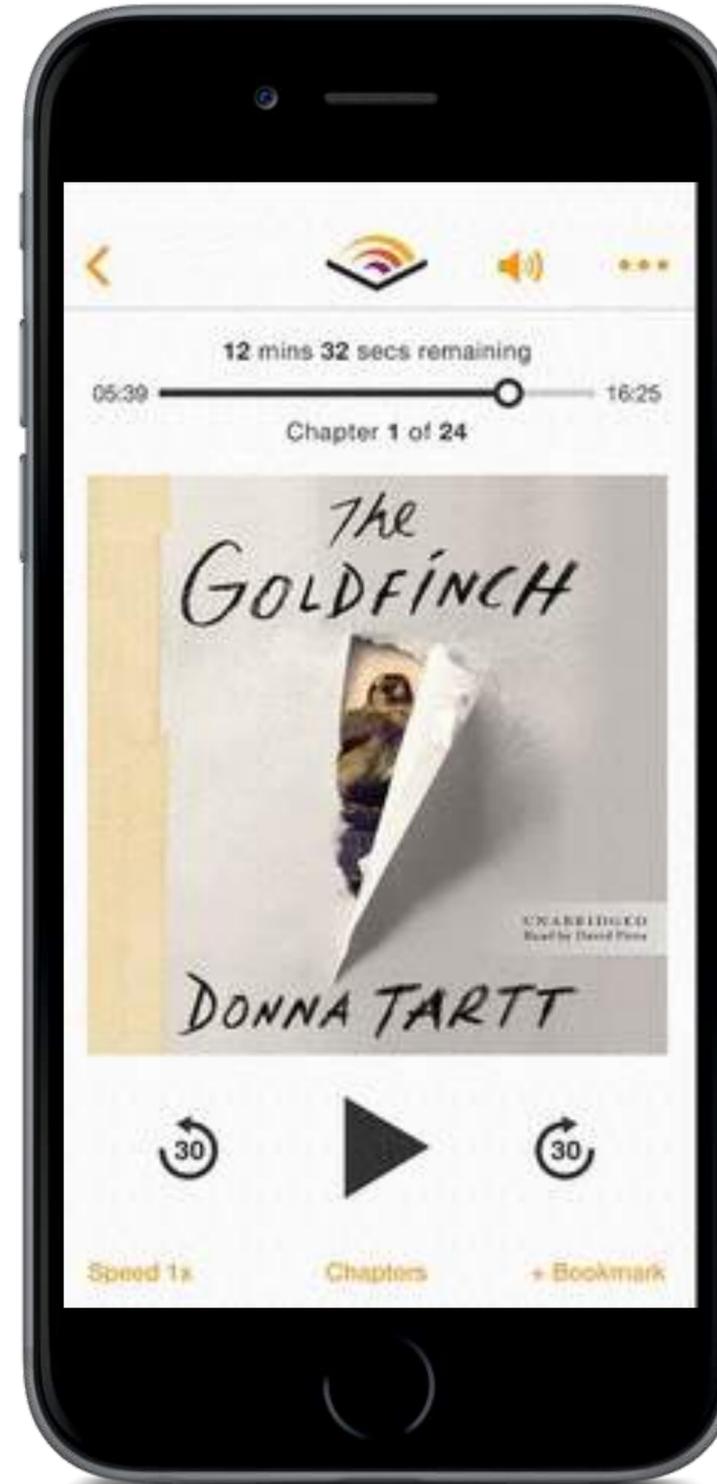
# Alternatives to unpleasant alarms



Alarm 1

Alarm 2

# Alternatives to unpleasant alarms



# Alternatives to unpleasant alarms



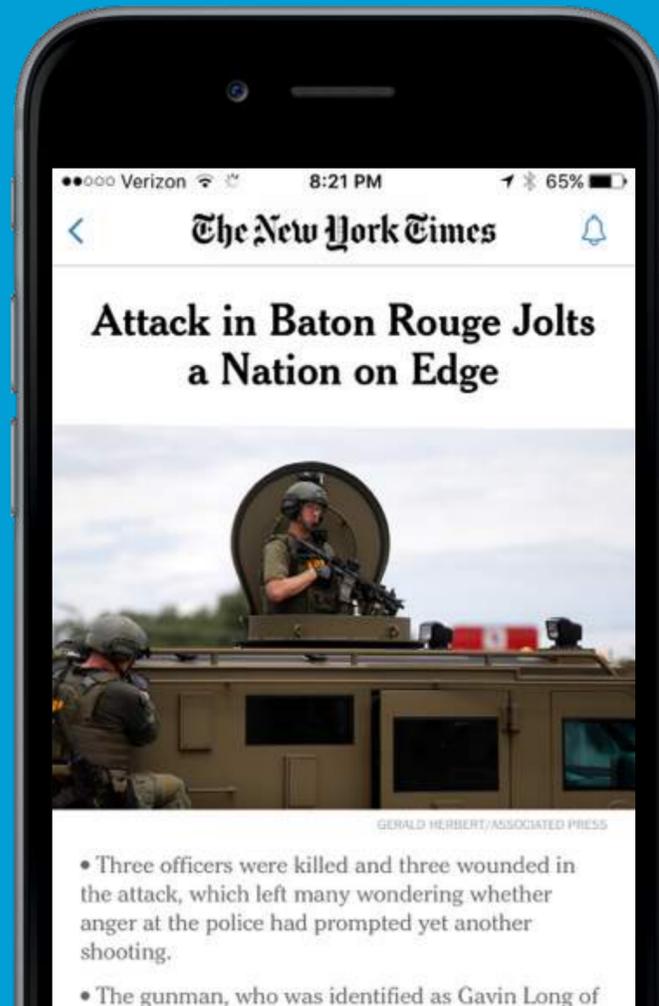
**Protect your  
first hour**

**80% of  
smartphone  
users check  
their email  
before brushing  
their teeth**



# How NOT to start your morning

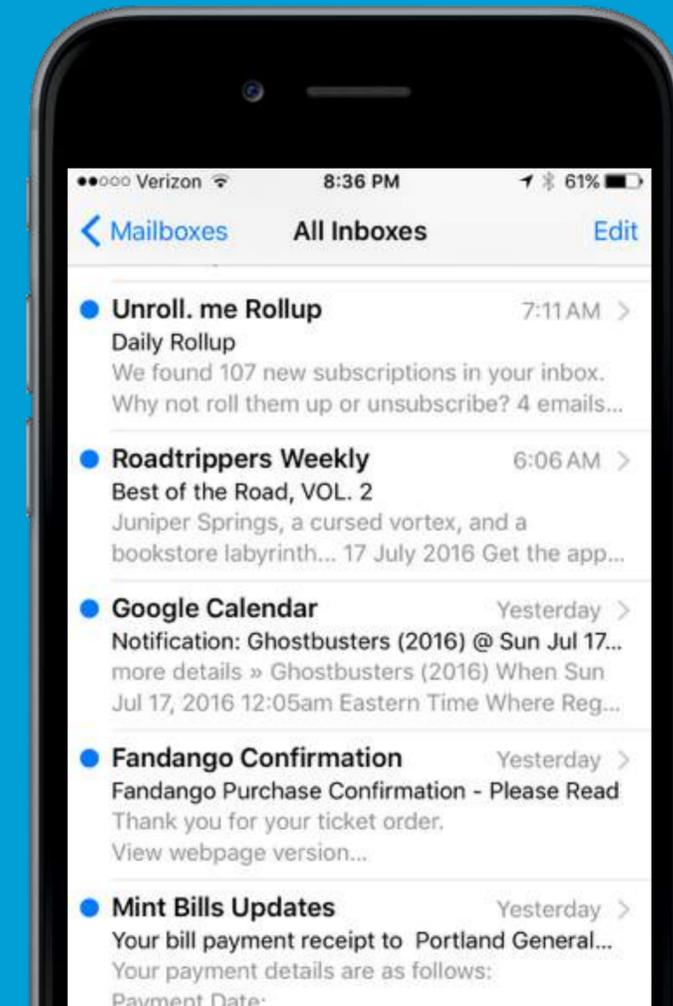
checking NY Times app



reading Facebook



checking inbox



# This is your brain on news

Increased  
anxiety

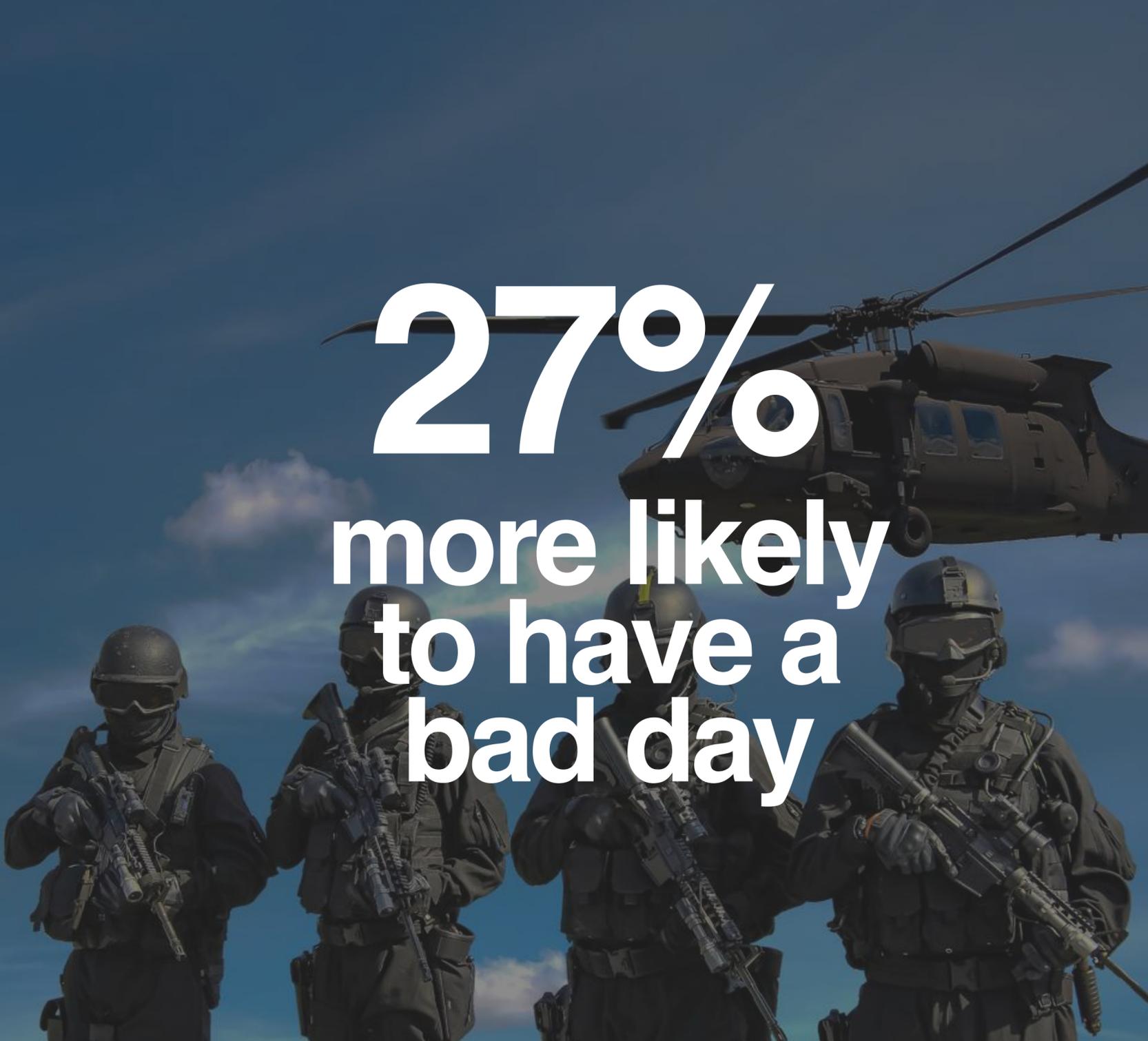
More  
distractible

Makes us  
feel  
powerless

# This is your brain on news



# This is your brain on news



**27%**  
more likely  
to have a  
bad day



**88%**  
more likely  
to have a  
good day

**Information  
overload  
speeds up time**



# How to raise your blood pressure

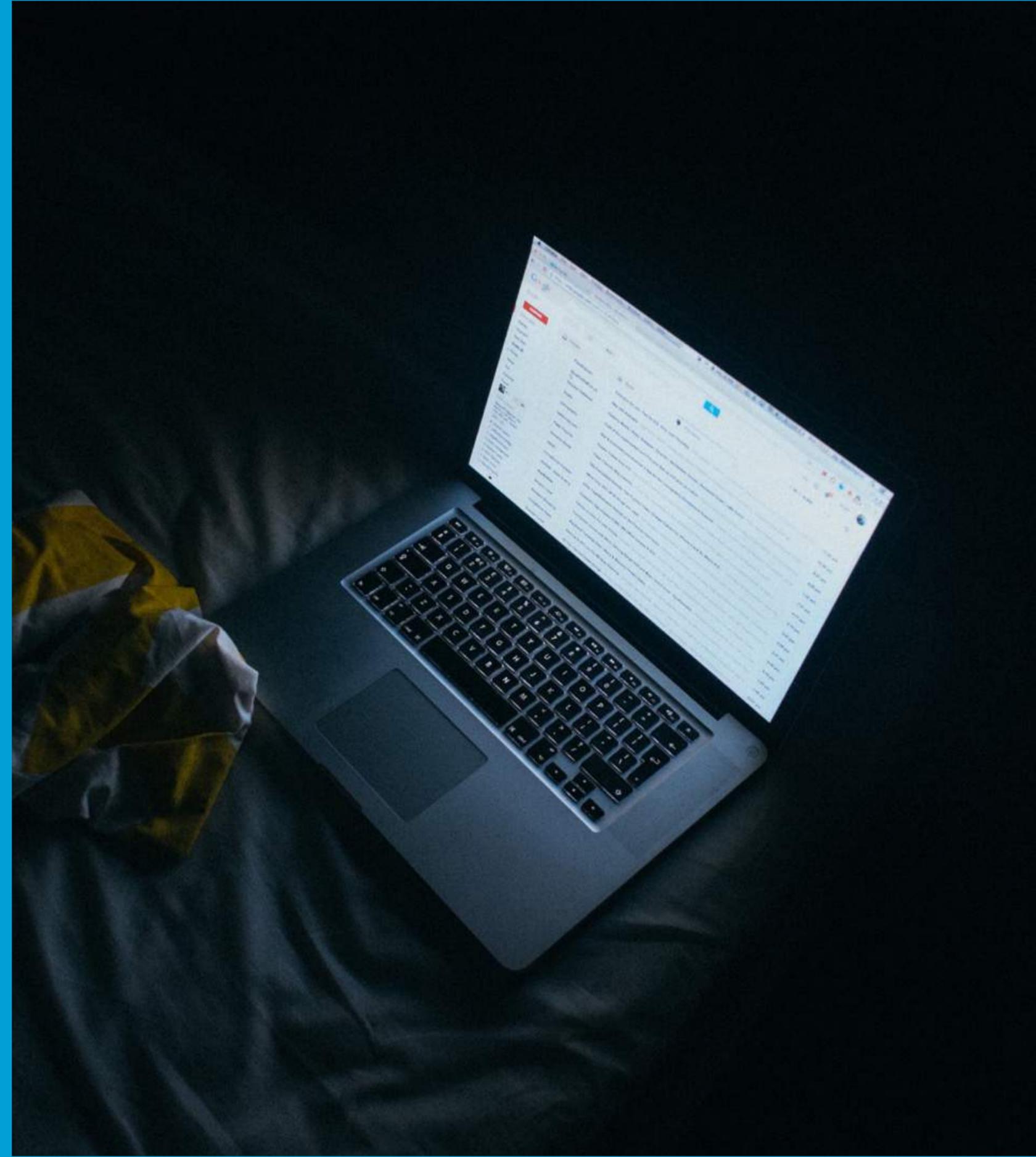
Click here



Mail

# Why you should avoid email first thing in the morning

- ▶ Elevates stress
- ▶ Directs your attention to other people's priorities
- ▶ Makes your thinking less flexible



A photograph of a window with horizontal blinds. The blinds are partially open, and the background is slightly blurred. In the foreground, there are several potted plants, including a large, round, spiky cactus and some succulents. The text is overlaid in the center of the image.

**You decide  
when the  
outside world  
enters your day**

Protect your  
first hour

# Your Pre-Game Ritual



# The Best Morning Routines

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- ▶ Minimize decisions
- ▶ Build momentum with quick wins
- ▶ Set a positive tone for the rest of the day

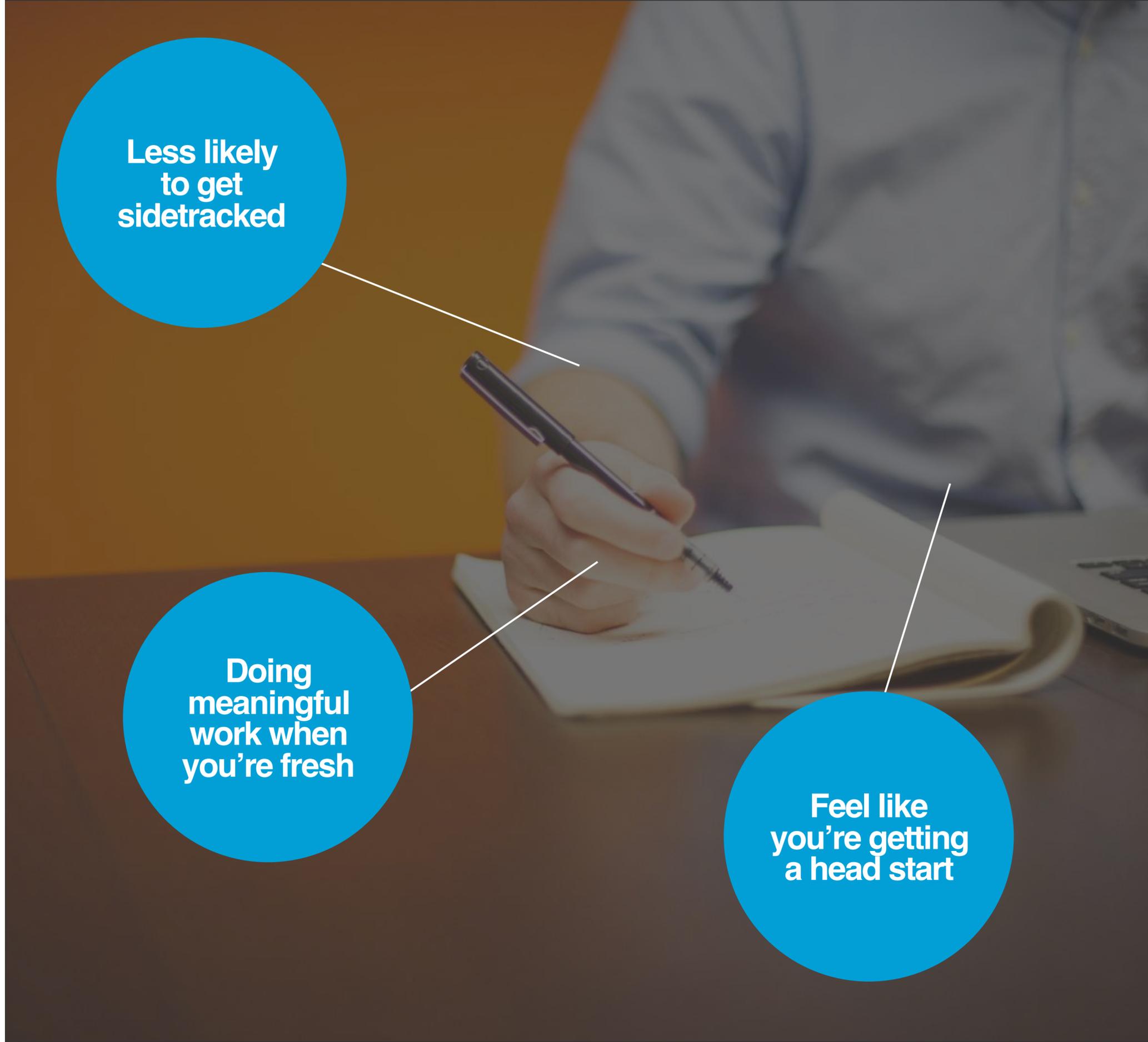
**Does  
getting up  
early foster  
success?**



**No!**



# Early hours are distraction-free

A person is shown from the chest down, wearing a light-colored button-down shirt, sitting at a desk and writing in a notebook with a pen. The scene is dimly lit, with a warm light source from the left. Three blue circular callout bubbles with white text are overlaid on the image, connected to the person by thin white lines. The bubbles contain the following text: 'Less likely to get sidetracked' (top), 'Doing meaningful work when you're fresh' (middle), and 'Feel like you're getting a head start' (bottom right).

Less likely to get sidetracked

Doing meaningful work when you're fresh

Feel like you're getting a head start



**Early risers are  
happier and  
more satisfied  
with life**

**What would  
you do with a  
free hour?**





# How to get up earlier

Step 1

Identify an activity that will enrich your life





## How to get up earlier

**“During the day, I  
have a job.  
In the morning, I  
have a career”**



## How to get up earlier

**“Instead of  
focusing on doing  
more, focus on  
becoming more”**

**—Writer Hal Elrod**

author of *The Miracle Morning*



# How to get up earlier

Step 2

# Prepare the night before



## How to get up earlier

Step 3

Make the moment after waking immediately enjoyable





# How to get up earlier

Step 4

# Make your snooze button the enemy





# How to get up earlier

Step 5

# Picture the results



# How to get up earlier

Step 6

Immediately let in natural light

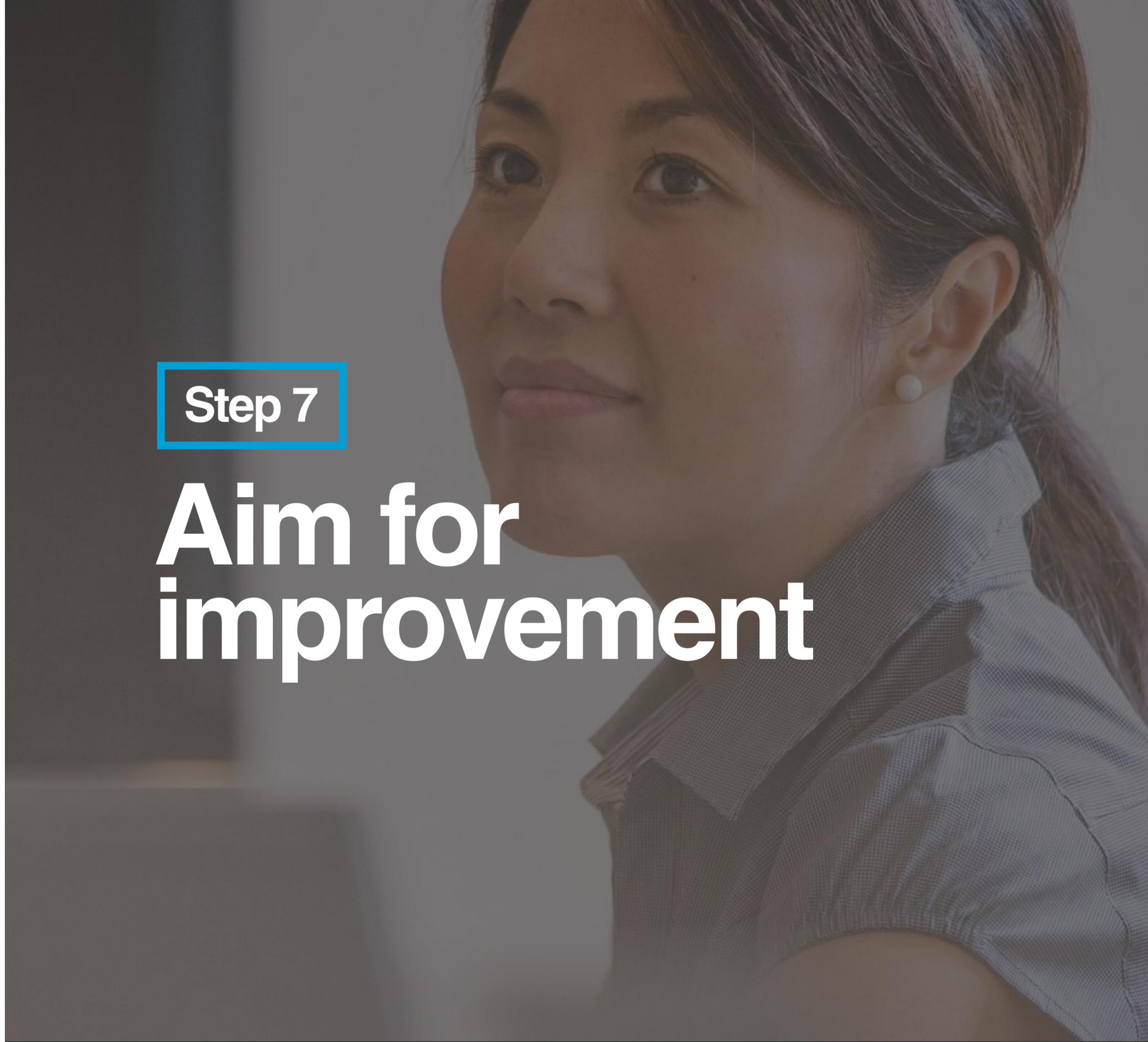




# How to get up earlier

Step 7

# Aim for improvement



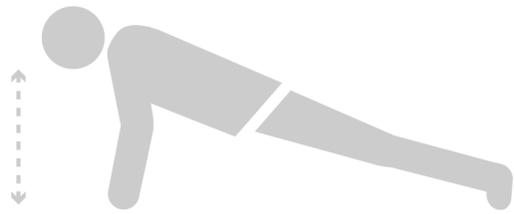
**A menu of practices  
for starting your day  
on the right path**

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The image features two jump ropes with black handles and orange stripes, lying on a grey surface. A coiled black cord is visible in the background. The text "5 minutes of morning exercise" is overlaid in white, bold font.

**5 minutes of  
morning exercise**

# The Better Than Nothing Workout



**20**  
push ups



**10**  
bicep curls



**10**  
shoulder raises

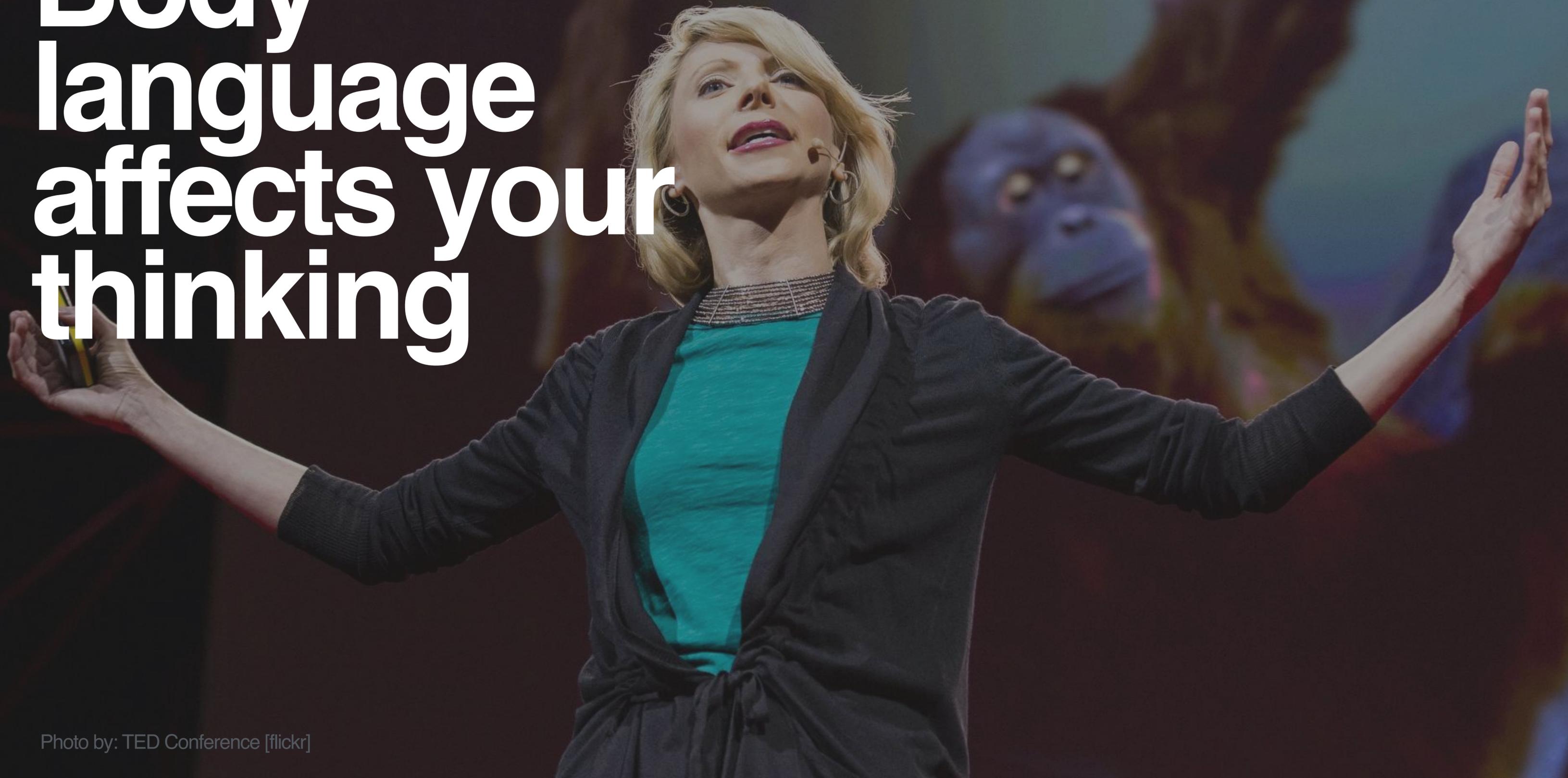


**20**  
ab crunches

A woman with dark hair in a braid, wearing a white tank top, is shown in profile from the chest up. She is stretching her arms, with her right arm extended forward and her left arm reaching back. The background is a soft, out-of-focus light gray. The word "Stretch" is written in a large, bold, white sans-serif font across the center of the image.

**Stretch**

# Body language affects your thinking



A woman with long dark hair and bangs is shown from the chest up, meditating with her eyes closed and a calm expression. She is wearing a dark, sleeveless top. The background is a soft, neutral-toned gradient. The word "Meditate" is overlaid in large, white, bold, sans-serif font across the center of the image.

**Meditate**

# Read

Surrounding yourself with big ideas makes it easier to generate smart ideas of your own





# Shower

**cold water is  
beneficial to  
alertness**



**DISCLAIMER**

**Don't try to do  
too much**

A top-down view of a breakfast sandwich on a white plate with a pink floral pattern. The sandwich consists of two slices of toast, a fried egg with a runny yolk, a slice of tomato, a slice of ham, and a slice of avocado. The plate is garnished with fresh green herbs and small purple flowers. A silver fork is placed on the right side of the plate.

# The Science of Breakfast

# The Price of Skipping Breakfast

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- ▶ Difficulty staying focused
- ▶ Worse athletic performance, even in the afternoon
- ▶ Higher risk of diabetes, stroke, and heart attack
- ▶ Harder time resisting unhealthy food later in the day
- ▶ More likely to be overweight

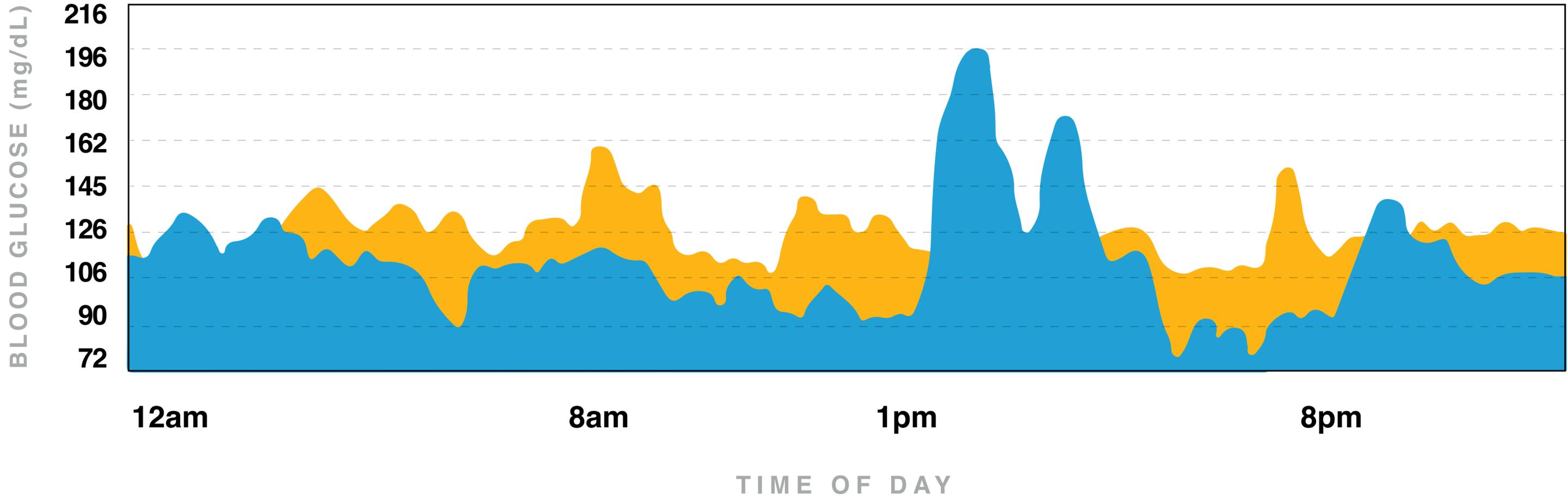
# Benefits of Eating Breakfast

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- ▶ Enhanced memory
- ▶ Faster information processing
- ▶ Elevated mood
- ▶ Lower anxiety
- ▶ Higher cognitive performance

# Benefits of Eating Breakfast

● Eating Breakfast    ● Skipping Breakfast



Source: American Journal of Clinical Nutrition

# Skipping breakfast throws off your circadian rhythm

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The image is a vertical collage of three food-related scenes. The left panel shows a close-up of several round, golden-brown donuts coated in white powdered sugar. The middle panel shows a stream of white milk being poured from above into a bowl of cereal, with the milk splashing over the cereal pieces. The right panel shows a close-up of a golden-brown bun or roll, heavily topped with small, dark poppy seeds. The text "This is not breakfast" is overlaid in white, bold, sans-serif font across the center of the collage, with the word "not" underlined.

**This is not breakfast**

A hand is holding a tall, elegant glass filled with bright orange juice. A slice of orange is perched on the rim of the glass. The background is a soft, out-of-focus grey. Overlaid on the center of the image is the text "This is not breakfast" in a clean, white, sans-serif font. The word "not" is underlined.

**This is not breakfast**

THE SOLUTION

# Protein-rich breakfast

## The benefits of protein

- ▶ Keeps you full longer
- ▶ Increases serotonin production, which improves mood
- ▶ Elevates dopamine levels, which moderate impulses and spark creativity

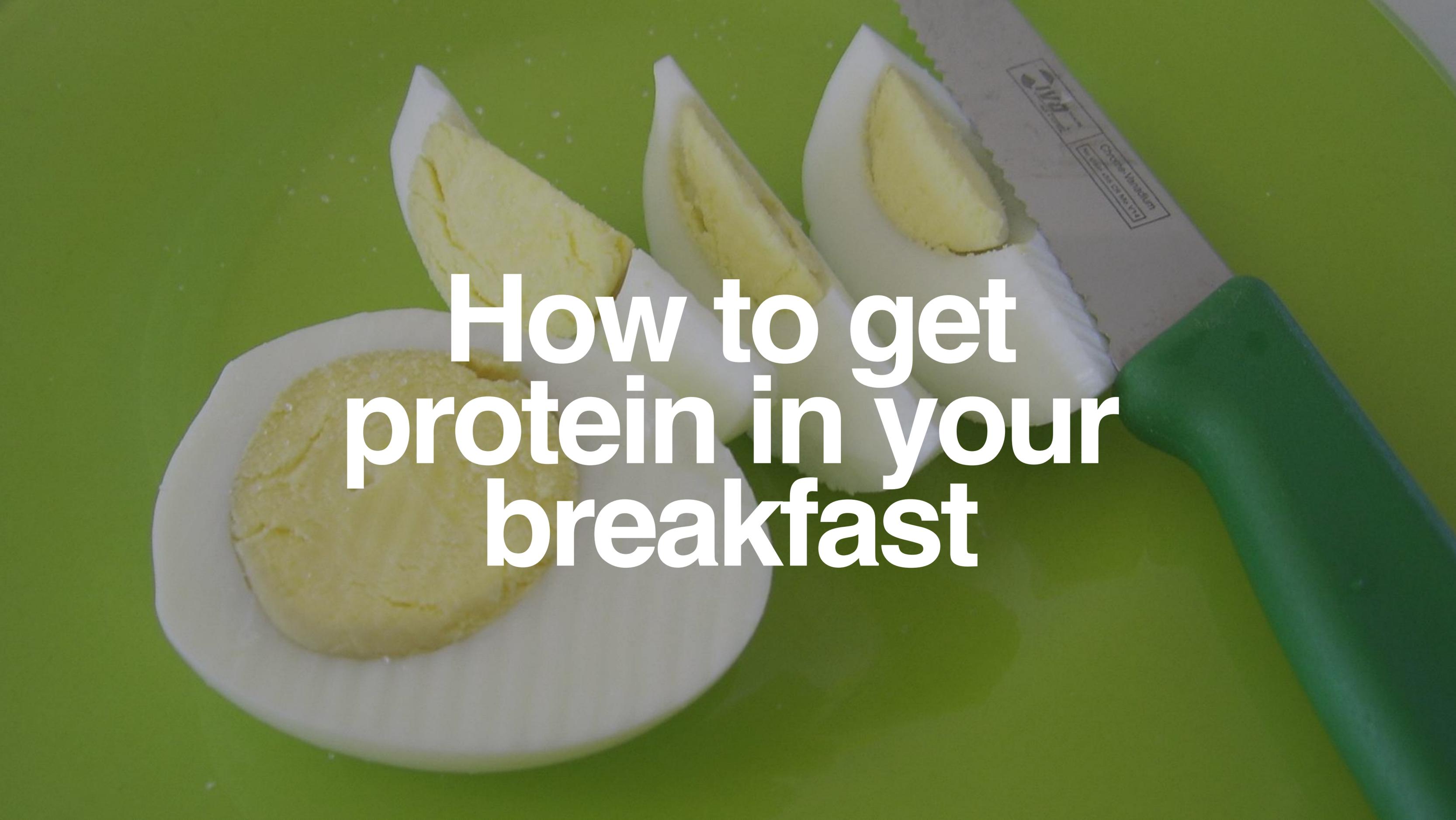
A close-up photograph of a breakfast meal on a white plate. The meal consists of a fried egg, a slice of toast topped with a fried egg, and a bowl of oatmeal topped with shredded cheese and beans. The text "How to get protein in your breakfast" is overlaid in white on the image.

**How to get  
protein in your  
breakfast**



# How to get protein in your breakfast



A photograph of a hard-boiled egg cut into several slices, arranged on a green cutting board. A knife with a green handle is visible on the right side of the board. The text "How to get protein in your breakfast" is overlaid in white, bold font across the center of the image.

**How to get  
protein in your  
breakfast**

# Time saving tools for preparing eggs



**Egg  
poacher**

Cook time: 4.5 minutes



**Omelette  
pan**

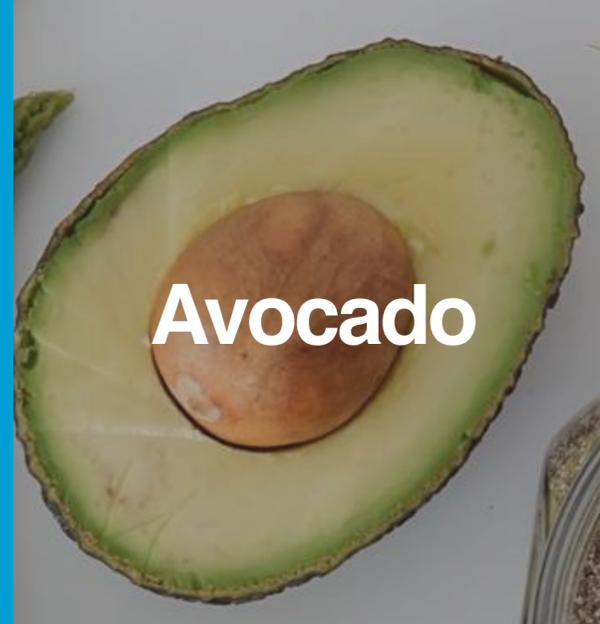
Cook time: 10 minutes



**Rapid  
Egg Cooker**

Cook time: 12 minutes

# How to get protein in your breakfast



**Avocado**



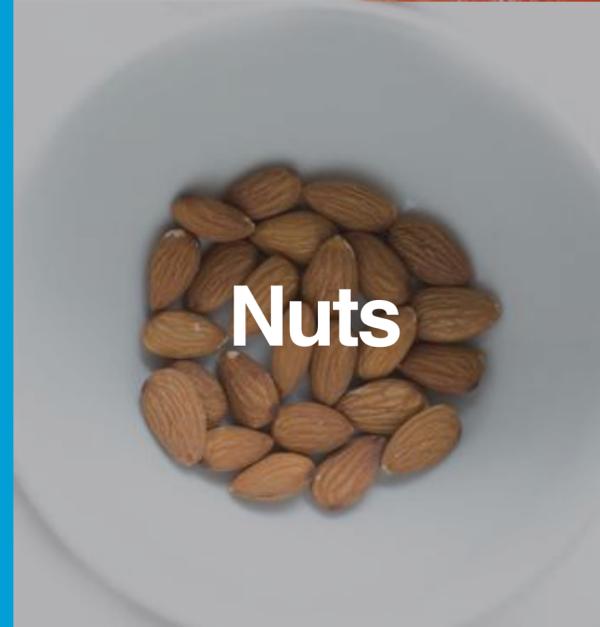
**Sliced Chicken**



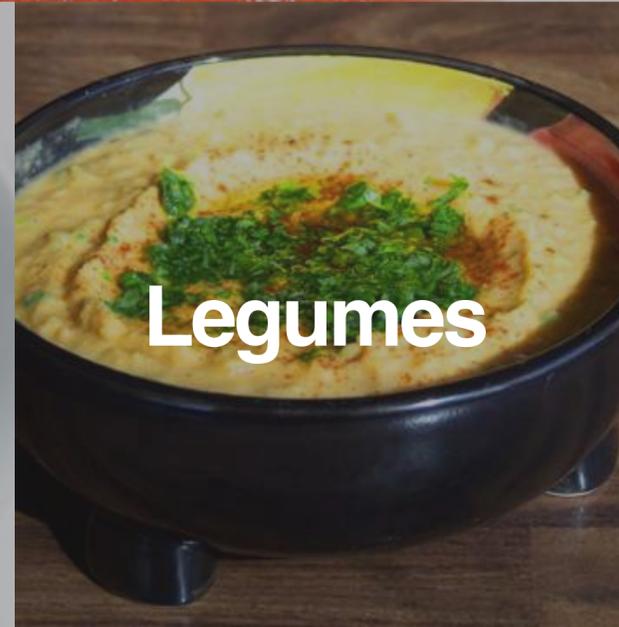
**Greek Yogurt**



**Smoked Salmon**



**Nuts**



**Legumes**

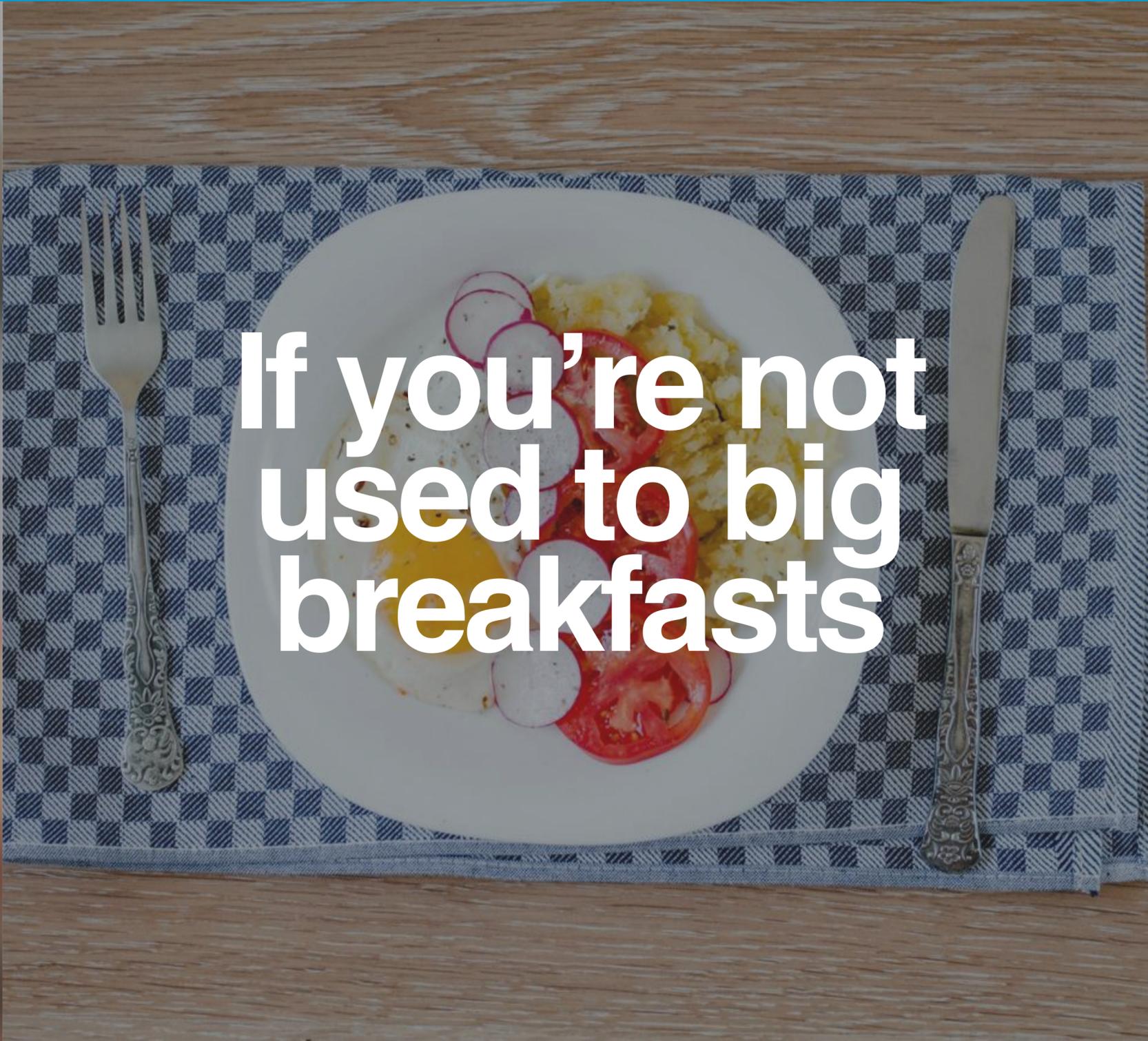


**Seeds**

# Why this may not work for you

A close-up photograph of a person's hand holding a watch. The watch has a white face and a dark strap. The person is wearing a brown jacket. The background is blurred, suggesting an indoor setting.

**If you don't  
have time**

A photograph of a breakfast meal on a white plate. The meal consists of a fried egg, sliced tomatoes, and sliced radishes. The plate is set on a blue and white checkered placemat. A silver fork is on the left and a silver knife is on the right. The background is a wooden table.

**If you're not  
used to big  
breakfasts**



# How to get protein in your breakfast

## Look for:

- ▶ High protein
- ▶ High fiber
- ▶ Add peanuts, almonds, and seeds for additional protein



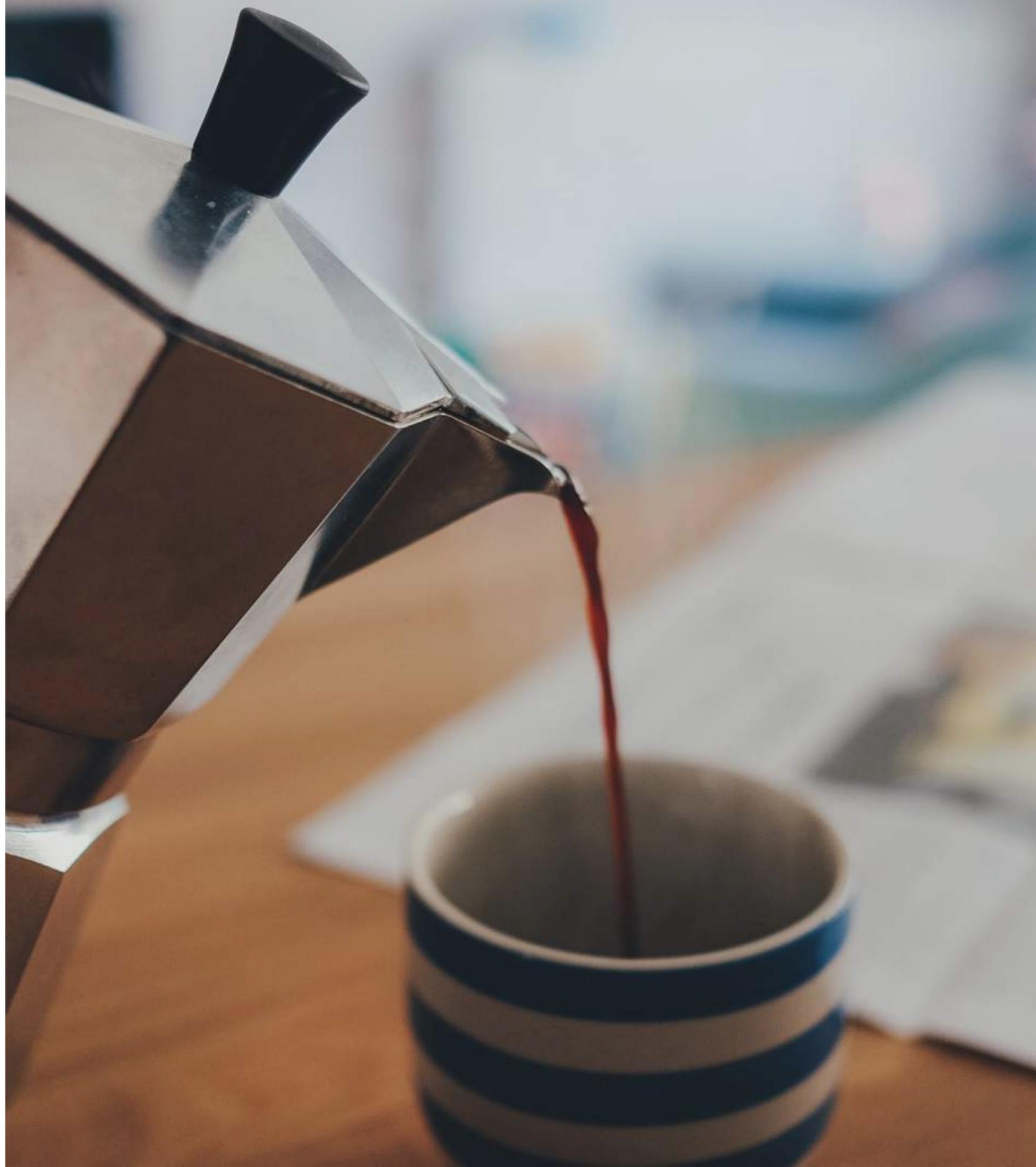
# The science of coffee

**Drink  
this  
first**



# This is your brain on coffee

- ▶ The ideal time to drink coffee is mid-morning.
- ▶ Drinking coffee slowly makes the caffeine boost last longer.
- ▶ However you drink your coffee, eat first.



# How to prioritize your day



**Productivity is  
NOT about  
working harder  
or faster.**

**Productivity is  
about making  
good decisions  
about where you  
invest your time.**

# Your morning strategy session



A grayscale background image showing a hand holding a pen over a document with handwritten notes. The text is overlaid on this image.

YOUR TASK:

# Run a Priority Check



On a scale of 1 to 5,  
how important is  
accomplishing this  
to helping me get  
promoted?

**Jordyn**

28 Years Old

Works at Ad Agency



**On a scale of 1-5,  
how important is  
accomplishing this  
to my manager?**

**Jordyn**

**28 Years Old**

**Works at Ad Agency**

A close-up photograph of a man in a dark suit, white shirt, and dark tie. He is holding a white coffee cup with both hands. A colorful pocket square is visible in his jacket. The background is a plain, light-colored wall.

On a scale of 1-5,  
how important is  
accomplishing this  
to helping my team  
progress quickly?

**Tyler**

42 Years Old  
Telecom Executive

A close-up photograph of a man in a dark suit, white shirt, and dark tie. He is holding a white coffee cup with both hands. A colorful pocket square is visible in his jacket. The background is a plain, light color.

On a scale of 1-5,  
how important is  
accomplishing this  
to my department's  
success?

**Tyler**

42 Years Old  
Telecom Executive

**On a scale of 1-5,  
how important is  
accomplishing this  
to generating  
profit?**

**Anna**

**35 Years Old  
Entrepreneur**

A woman with blonde hair, wearing a blue blazer over a white shirt, is looking thoughtfully to the side. In the foreground, the back of another person's head and shoulder is visible, slightly out of focus. The background is a blurred office setting.

**On a scale of 1-5,  
how important is  
accomplishing this  
to freeing up my  
time?**

**Anna**

**35 Years Old  
Entrepreneur**

# Your Tomorrow List

Achievement A

Achievement B

Achievement C

Achievement D

Achievement E

Achievement F

# Your Tomorrow List

1

Achievement A

2

Achievement B

2

Achievement C

4

Achievement D

3

Achievement E

5

Achievement F

# Your Tomorrow List

- 1 Achievement A
- 2.1 Achievement B
- 2.2 Achievement C
- 4 Achievement D
- 3 Achievement E
- 5 Achievement F

# Don't Do This:

## ▶ Presentation

# Instead, Try This:

## ▶ Presentation

- Outline key points
- Collect important statistics
- Draft slides
- Create PowerPoint deck
- Insert images

# Your Morning Strategy Session

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## Step 1

**Review your Tomorrow List**

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## Step 2

**Using your Priority Check, rate each item on your list**

- ▶ Use 1 to 5
- ▶ Don't rank order between items

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## Step 3

**After each item is rated, go back to items with the same number and rank between them**

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## Step 4

**Break down complex tasks into specific actions**



Coming up next week

# Optimizing Your Schedule