

SEPTEMBER

1. One word to describe September.
2. How has your life changed since last September?
3. List your top 3 goals of the month. How will you achieve them?
4. What does productivity mean to you?
5. What did you postpone before summer that needs your immediate attention?
6. What does a non-productive day feel like to you?
7. From your list of priorities, which one is most important to you? How do you ensure that it gets the attention it needs?
8. Do you consider yourself as an organized person? Why or why not?
9. List the habits that keep you most productive and organized.
10. What are your biggest distractions, and how can you minimize them?
11. How do you manage your tasks each day?
12. Do you believe that doing nothing can benefit productivity? Why or why not?
13. A productivity hack that you wished you knew sooner... How has it changed your performance level?
14. Which area of your life needs more organization?
15. Review your calendar for the month. What impact do these schedules have on your productivity and performance?
16. What do you need to do more or less to boost your productivity?
17. What tools or apps do you use to stay productive?
18. How do you stay organized?
19. What is your morning routine for productivity?
20. What impact do stress and anxiety have on your productivity level?
21. How do you deal with procrastination?
22. What steps can you take to minimise clutter and improve organization?
23. What motivates you to keep going?
24. What small changes can you make today to improve your organization and productivity?
25. How do you set and track your short-term and long-term goals?
26. What's been on your mind that's affecting your productivity and performance?
27. How do you plan your day the night before?
28. What can you delegate to lessen your workload?
29. How do you manage your time effectively?
30. How does your mood affect your productivity? What steps can you take to minimise its effect?