

# Kick the procrastination habit once and for all.

LinkedIn Learning



## September 2022 LinkedIn Learning Challenge: Productivity Pointers

Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">Manage Energy, Not Time</a> (2m 24s)	<a href="#">Strategies to Accomplish More</a> (1m 25s)	<b>Activity:</b> Block off four short breaks in your calendar next week	<a href="#">The Ultimate Superpower</a> (1m 58s)	<a href="#">Making Sense of Your Workflow</a> (3m 46s)
<b>Activity:</b> Set one intention for this week to keep you focused	<a href="#">Why working Harder isn't Working</a> (3m 8s)	<a href="#">Making Hard Decisions About Priorities</a> (1m 34s)  <b>Activity:</b> Make a list of ways to spend your free time today (e.g. on specific tasks, relaxing, reading, etc.)	<a href="#">Attention Practices</a> (4m 10s)	<a href="#">Prioritize Your Time and Attention</a> (3m 7s)  <b>Activity:</b> Block off time each day next week to read and respond to emails
<a href="#">Ways to Get in "The Zone" and Get Things Done</a> (2m 48s)  <a href="#">Optimizing for Peak Productivity</a> (2m 49s)	<b>Activity:</b> Make time for something fun and energizing in your calendar next week	<a href="#">Five Steps to Finding Your Own Success</a> (2m 19s)	<a href="#">Pairing Energy with Your To-Do List</a> (2m 54s)  <b>Activity:</b> Before signing off today, make a list of the big things you want to focus on tomorrow	<b>Reflection:</b> What were your biggest takeaways from the challenge?