

Paintertainment



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Finding Productivity In Routine

by Gretchen Fleener

At the beginning of 2020 I started a habit of organizing my weeks and days that was really working well for me. Sadly, Covid eventually interrupted my momentum and my new routine fell by the wayside as I focused on the struggle to simply put on real pants and juggle a spouse and kids all working from home! These things happened to many of us, but when you're your own boss, you eventually realize that nobody is going to hold you accountable for accomplishing anything except yourself. I have come to the realization that, even though I might not feel like my daily tasks and goals are as numerous or lofty as they were pre-covid, simply having them and laying out a plan plays a big role in my overall well being, my family's well being, and my business's well being! SO, as I look forward to our post-covid future, I've decided to go back to what was working before!

I'm going to share just this one piece of my organization and accountability process, in hopes that it might inspire you to create your own! Feel free to use my method, or tweak it to make it more personal to you!

I use my phone and electronic reminders

for everything, but I still like tactile things like paper. And stickers. And color coded tabs, markers and pencils! So I organize myself in an old school, 3-ring planner binder.

First I identified what things every day needed. On top of every page I have a space for that day's **commitments**, where I write in meetings, events, and other stuff going on that day. Then I have my "**Do-NOW's**" which are tasks that are urgent and can't wait for another day...such as packing up a customer's online order, responding to quote requests, etc. On the bottom of every page I have **personal tasks** I want to remember to do every day. For me those are my devotions, and some sort of physical activity or workout. You can make these be anything you want! Time for yourself, time for rest, time to feed your own soul and body.

I have SO many to-do's flying around my brain at any given time, but I know that the key to productivity is to FOCUS on single things at a time. For this reason I try to dedicate each day of the week to a particular "bucket." When I think of a new to-do, I find whichever day of the week it fits best with, I add it to that day's list of tasks, and then I can rest knowing it'll get done that week. I like catchy alliteration, so I came up with some sort of theme for each day of the week. Here are my daily themes:

Media Monday

Mondays are my day to focus on my website, creating social media content, newsletters, etc.

Tackle it Tuesday

On Tuesdays I ask myself, what random tasks can I get crossed off my to-do list today? I start with quick, small things and work my way up so I can cross off a lot and feel accomplished. And yes, I've been known to write down things I already did just so I can mark down that super satisfying check mark, haha!

Weight Lift Wednesday

Wednesdays I focus on chipping away at a task that is heavily weighing on my mind that week. It can be a huge project, a personal thing, or just something I really don't want to do but want to quit thinking about!

Think Big Thursday

Thursdays I dedicate to big ideas and future goals and

large projects. These might change from week to week, but I always have something that fits!

Financial Friday

Last year Fridays were "frazzled Fridays" where I tied up random loose ends. This year I decided I need to be more regular about keeping up with boring financial stuff, so Fridays my goal is to catch up on filing receipts, reconciling bank accounts, and checking in on the status of invoices.

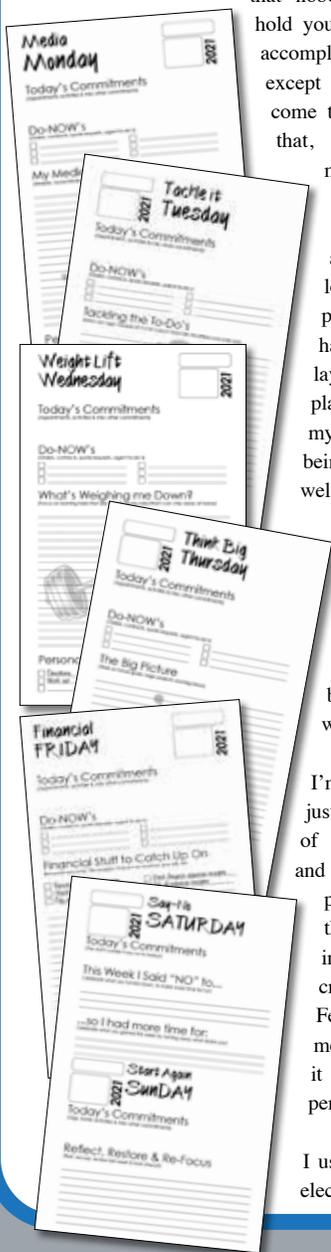
Say-NO Saturday

What you DON'T put on your calendar is just as important, if not more important, than what you do! On Saturday I write down the things I said no to that week which would have drained me, and write down what else I was able to do with that time that filled me up instead! Don't feel bad about what you turn down... celebrate what saying "no" gave back to you!

Start Again Sunday

Sunday is my day to reflect, restore and re-focus. I reflect on the past week, take time to rest, and look ahead at next week's plan.

I have more in my binder, but this is one piece I find important to my sanity and happiness! Of course life happens, and many days the "theme" gets overridden by an event or something else more urgent. But I find that sorting my days by theme helps me to focus and in turn be more productive. I hope that you are able to find some method to the madness in 2021 that works for you! 🌟

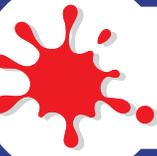


What's News?



The Glitter Glamper

Development of the real Glitter Glamper is still pressing forward despite Covid! Check it out on our Facebook page!



Live Streamed Camo Paint!

If you missed it, check out this Candyland game board camo painting I live streamed on Facebook recently!



Wet Paint Magazine

Our winter issue is now in stock and shipping! Don't forget to sign up for our email list to be alerted when we are seeking submissions if you'd like to be in an issue!



SNOWMAN



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