



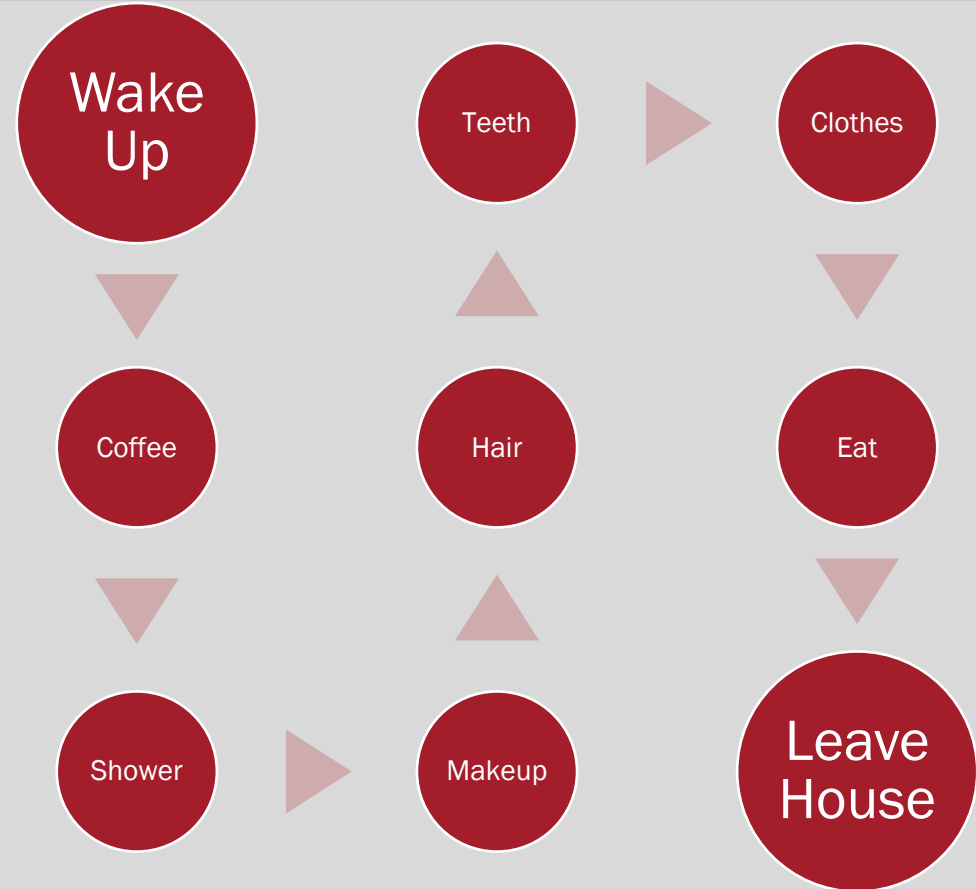
MELISSA GRATIAS PhD
Productivity Psychologist

Rituals that WORK:

How to Gain Control of Your Time

What is a Ritual?

A series of actions that you perform in a particular setting and in a similar way each time.





Habits

- Subconscious
- Take 18 to 254 days
- Self-reinforcing



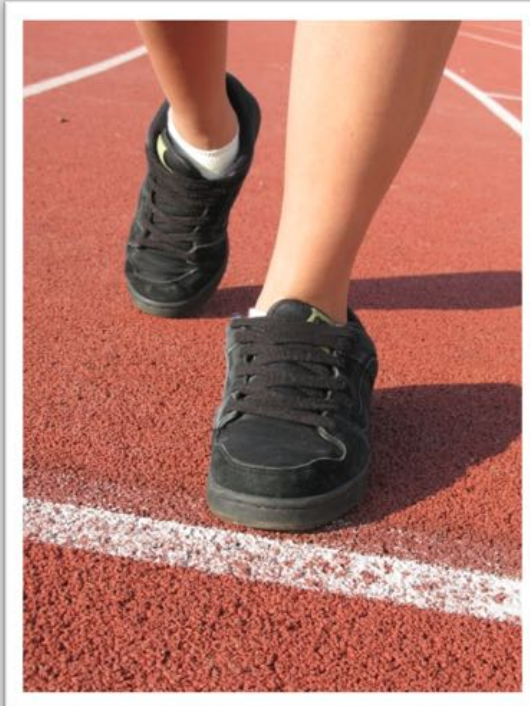
Rituals

- Intentional and checklist-y
- Scheduled and adapted
- Self-reinforcing

5 Rituals that WORK



Start of Day



Issues:

- Delving into email first thing
- Failing to “warm up” for the day

Solutions:

- Establish an Opening Ritual:
 1. Examine your calendar
 2. Select your “must-do today” tasks
- Put it on your calendar

End of Day



Issues:

- Failure to wrap up and prepare for tomorrow
- Work never truly ends for the day

Solutions:

- Establish a Closing Ritual:
 1. Update your to-do list
 2. Look at your calendar
- Put it on your calendar

Monthly Check-Up



Issues:

- Daily rituals may provide a false sense of security
- You may be doing the wrong things

Solutions:

- Put a Monthly Review on your calendar
- Are your actions consistent with big priorities?

Annual Goal-Setting



Issues:

- Goal setting is uncomfortable
- No goals? No direction.

Solutions:

- Schedule an Annual Ritual to set goals
- Make a Start-Stop-Continue list

Micro Rituals



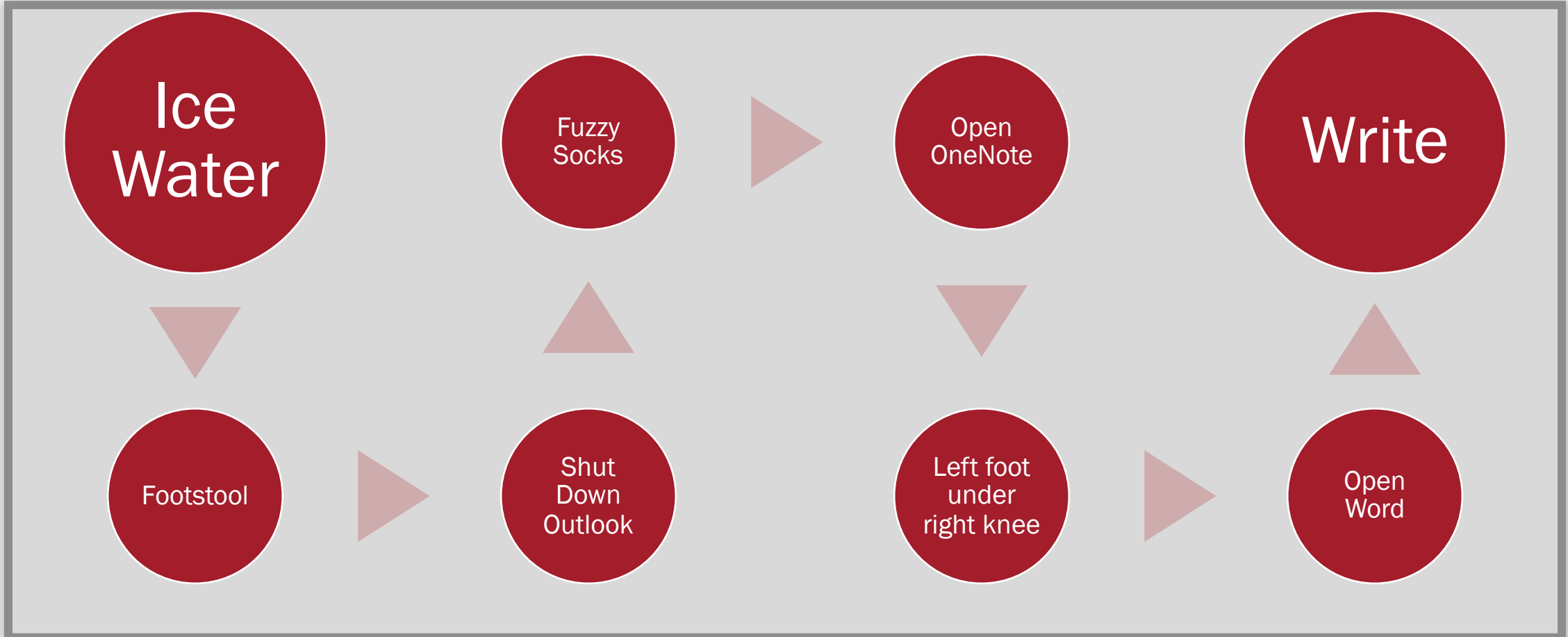
Issues:

- Tasks we have trouble starting
- Performance anxiety
- Procrastination

Solutions:

- Assess what the roadblocks are
- Understand what resources you need
- Create a task-specific Micro ritual

My Micro Ritual



Your Turn! Plan your rituals...

Opening Ritual



- What steps, when?

Closing ritual



- What steps, when?

Monthly check-up



- When, with whom?

Annual goal setting



- When, with whom?

Micro rituals



- For what tasks, what steps?

How to Make Rituals WORK



Remember the Caboose



Issues:

- A brand new ritual can be hard to start
- It's easier to expand on rituals that you already do

Solutions:

- Attach new steps onto an already established ritual

Beware of Little Liars



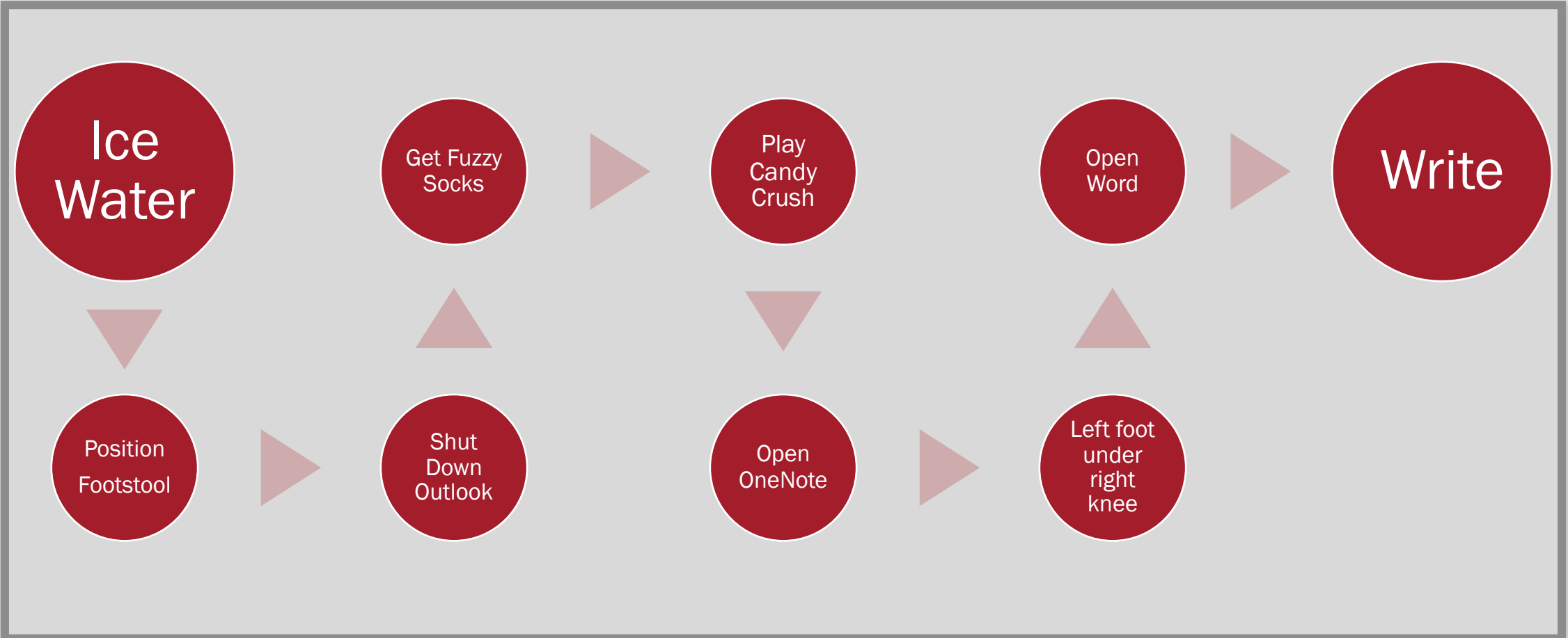
Issues:

- Some steps are “little liars” that misdirect you
- Things we enjoy can have adverse consequences

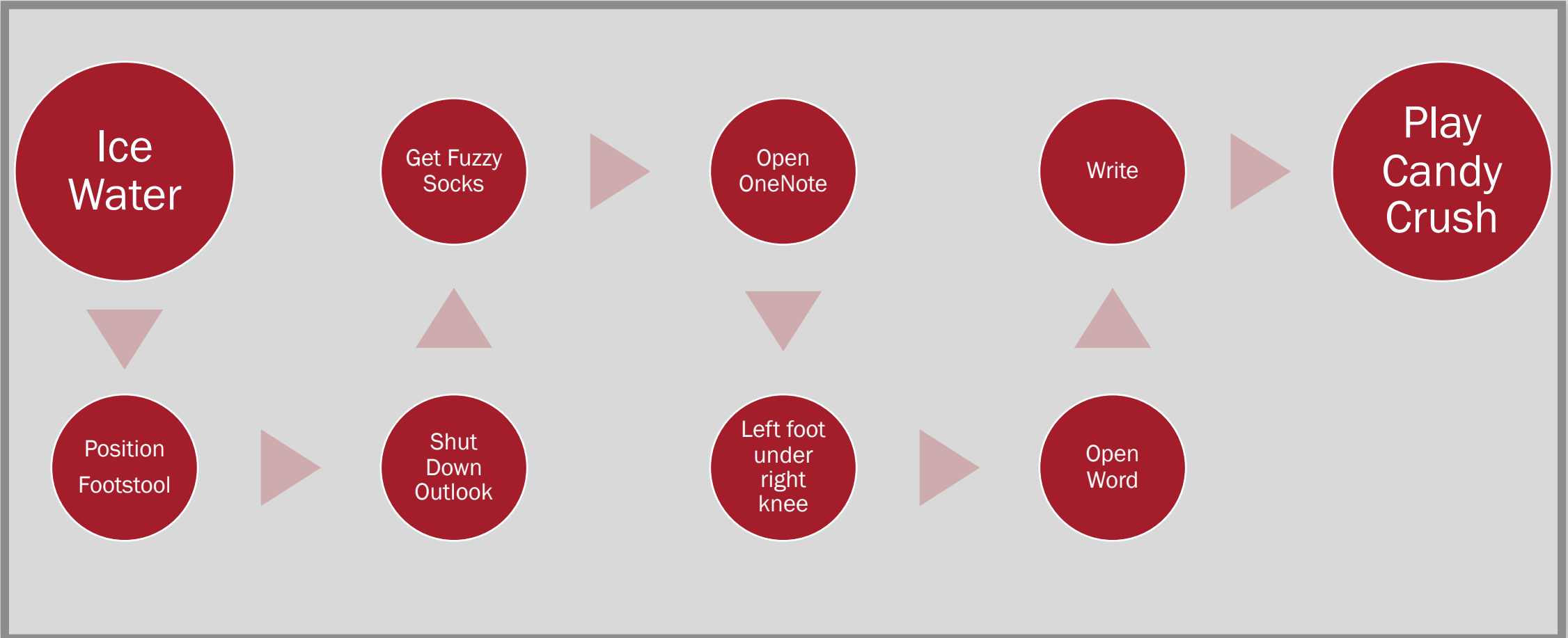
Solutions:

- Look out for bad habits masquerading as rituals
- Write down your rituals

Find the Little Liar...



Find the Reward...



Avoid Perfectionism

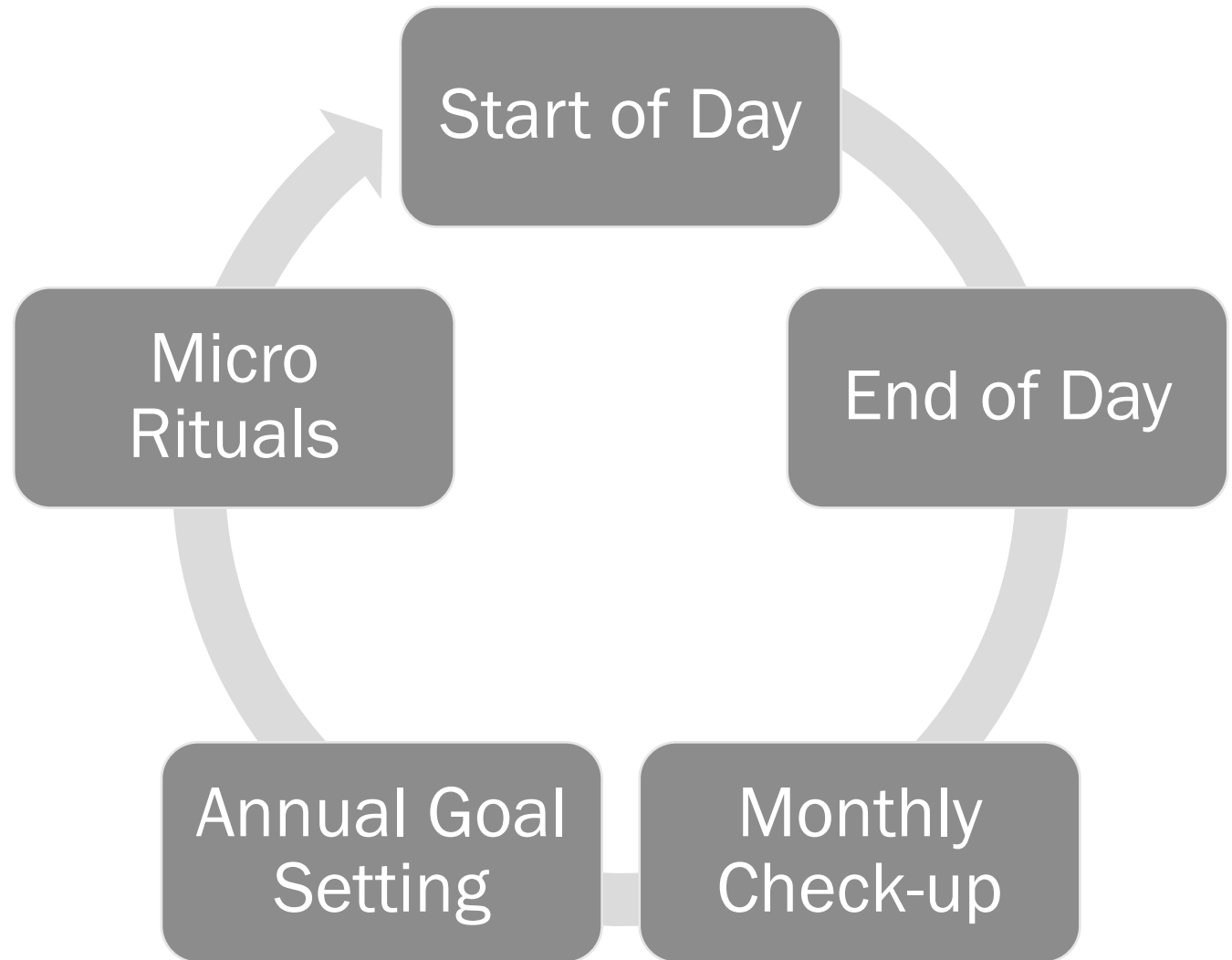


Issues:

- The word “ritual” is part of a diagnosis of OCD
- Premature abandonment of rituals if perfection not attained

Solutions:

- Aim for 80%
 - Daily ritual 4/5 days
 - Monthly 10/12 months
- Be flexible



If you only remember two things...

1. You are a ritualistic creature. This is a superpower that you can use to improve your productivity.
2. You are an imperfect creature. Strive for progress, not perfection.

When you get back to your office...

1. Schedule your rituals (daily/monthly/yearly) on your calendar. Put the steps/checklist in the notes section of the calendar entry.
2. Write down a micro ritual that will help you conquer your procrastination on one task that plagues you.

Read my blog at *melissagrattias.com*



(912) 417-2505

getproductive@melissagrattias.com

I'm Social!

