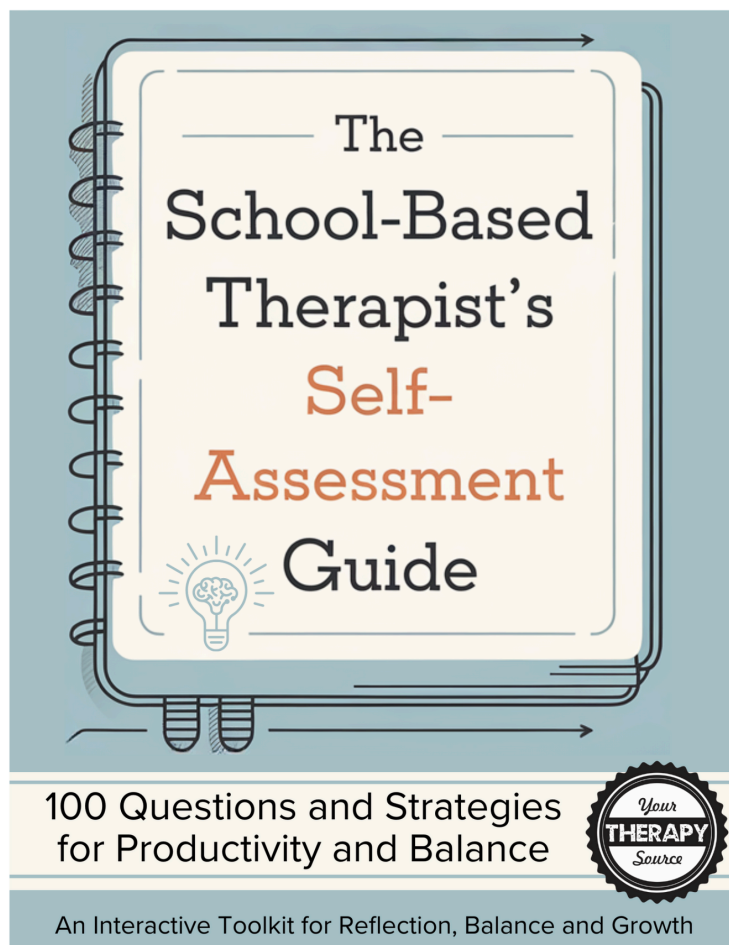


Need more productivity tips
and strategies?

Check out
The School-Based Therapist's
Self-Assessment Guide.



Quick Wins Checklist

- ☐ Organize workspace for 5 minutes
- ☐ Review and prioritize today's tasks
- ☐ Set a timer for a focused 15-minute work session
- ☐ Take 3 deep breaths to reset
- ☐ Complete one task you've been delaying
- ☐ Send one positive note or message
- ☐ Check in with a teammate or support staff
- ☐ Clear email inbox to zero
- ☐ Take a quick stretch break
- ☐ Drink a glass of water
- ☐ Do a quick 5-minute desk tidy-up
- ☐ Spend a few minutes outside or by a window
- ☐ Spend 5 minutes planning tomorrow's priorities
- ☐ Reflect on one positive moment from the day
- ☐ Write down one thing you accomplished today

Quick Wins Today

Review and prioritize today's tasks

☐☐☐

Reflect on one positive moment from the day:

Write down one thing you accomplished today:

Spend 5 minutes planning tomorrow's priorities

☐☐☐