

# PRODUCTIVITY GUIDE

STRATEGIES FOR GETTING MORE  
DONE WITH LESS STRESS

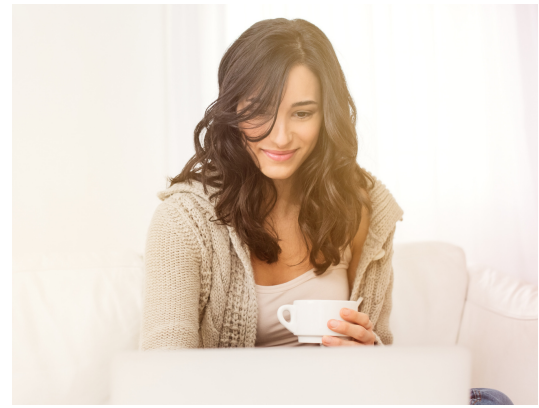
**EVGENIA BAIKOVA**





*Intentionally focus your time  
and energy to unlock  
fulfilling productivity and  
goal achievement*

EVGENIA BAIKOVA



## **INTRODUCTION**

Feel like you're always behind or there just aren't enough hours in the day?  
Constant distractions and task switching lead to feeling overwhelmed.

I'm Evgenia Baikova, a success mindset coach who went from struggling with demanding, unfocused weeks to having fulfillment, balance, and control of my time. Now I help entrepreneurs transform their productivity so they can build momentum and make time for what matters.

**This guide outlines key time management principles to help you:**

**Reduce distractions**

**Prioritize effectively**

**Streamline workflows**

**Focus intentionally**

Follow along to take back your time and attention.

You'll get more done with less stress.

Let's get started!

# YOUR WHY

## Define your purpose



What vision pulls you forward out of bed each day? Get clear on your big picture purpose.

Is it to make an impact through your work? Build financial freedom? Or leave a legacy for family? When you know what matters most, you can prioritize your time and energy accordingly. Let your purpose drive productivity.

Reflect on these questions:

- What matters most to you? Get specific. Do you want more time with your family? To grow your business? Contribute to important causes?
- Imagine having 30% more time and energy. What would you spend it on?
- Imagine what your ideal day looks like and feels like when living your purpose. How will you spend your time and energy?

# LET'S ORGANIZE YOUR MORNING

## Start strong



How you begin your day powerfully sets the tone for everything that follows. Rather than waking up to chaos, be purposeful. Build time into your mornings for what matters most - fitness, reflection, and passion projects.

When you intentionally put yourself first, you'll feel happier and more equipped to add value the rest of the day. An empowering morning routine channels energy into your biggest priorities. Set yourself up for success each day by being purposeful from the start. Start strong so the rest of your hours take care of themselves.

Here are **5 simple steps** for creating an effective morning routine (**choose 1 or 2 to start**)

- Move Your Body Start with 5 minutes of yoga, stretching, or dancing. Get energy flowing.
- Practice Gratitude
- Take 2 minutes to actively appreciate blessings. Feel thankful.
- Inspire Yourself Listen to a podcast or read something uplifting. Spark creativity.
- Envision Goals
- Imagine your dreams realized. Power of visualization.

Even small consistent actions build life-enhancing rituals. Design mornings that uplift and empower you for productivity

# HARNESS YOUR TIME

## Count every minute



Time is our most valuable and non-renewable resource.

Make every minute count by tracking where it currently goes. Use a free app like RescueTime to monitor your time for a week. Do it for a week.

Then check:

- What tasks take up most hours? Do these align with priorities?
- What provides low value for your time invested? Delegate or eliminate.
- When do you have peak energy? Save big projects for those times.
- Can you batch repetitive tasks? Set blocks of time by activity type.

Pick 1-3 small changes to try next week, like:

Set daily time for top-priority work.

Batch errands into one outing

Block off distracting websites

Keep adjusting how you spend time until it aligns with your purpose and priorities. Small shifts create big differences over time.

*Track your time today to take back your tomorrow*

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# PRIORITIZE

## Achieve what matters most



### Prioritize With Purpose

Endless competing demands lead us to prioritize by urgency rather than importance. This creates a hectic cycle of fighting fires rather than progress.

How to achieve what matters most:

- Connect with your core goals and purpose. What will move me forward right now?
- Review monthly goals - What matters most?
- Rank tasks that align most with your current goals and purpose. Use The Eisenhower Matrix to define priorities
- Schedule priority tasks in best energy windows
- Block time for deep work
- Do quick wins and time-sensitive items first - Grab that momentum!

Purposeful prioritizing leads to making meaningful movements while feeling focused and empowered by progress.

# THE POWER OF FOCUSED ATTENTION

## Say no to multitasking



Multitasking is a myth and it diminishes work quality and drains mental energy.

**Shift to deep focus** - fully immerse in one task until completion.

- Use the "pomodoro technique" - work in 25-minute bursts then take 5-minute breaks before resuming focus. This trains extended attention while allowing the brain to recharge.
- Identify your peak productivity hours when your concentration is highest. Block these for deep work sessions and schedule meetings and tasks elsewhere.
- Remove visual distractions and close browser tabs not essential to the current task. Simplify your workspace to direct focus.
- Tackle tasks requiring deeper thought first thing when mental energy is highest rather than allowing them to linger into lower energy periods.

Fragmented focus drains potential. Fully immersed flow compounds returns.

*Sharp focus compounds; distraction unravels*



Productivity is a journey full of distractions, but with the right strategies, you can thrive.

Set clear, realistic goals aligned with your bigger purpose. Break large objectives down into achievable milestones.

Take care of your energy, attention, and mindset to avoid burnout. Steadily build focused momentum towards your aims.

With purposeful priority management, intentional energy expenditure, and distraction-proofing tactics, you can transform how much you accomplish.

This guide has shown you common productivity pitfalls and how to overcome them. Now apply what you've learned. Stay true to your purpose, match goals to your vast potential, and watch your capability skyrocket through small compounding gains.



***Thank you for using this guide!***



Productivity plans often fail when our behaviors don't match our intentions.

Join my Facebook group for more productivity and mindset tools to transform how you achieve goals



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