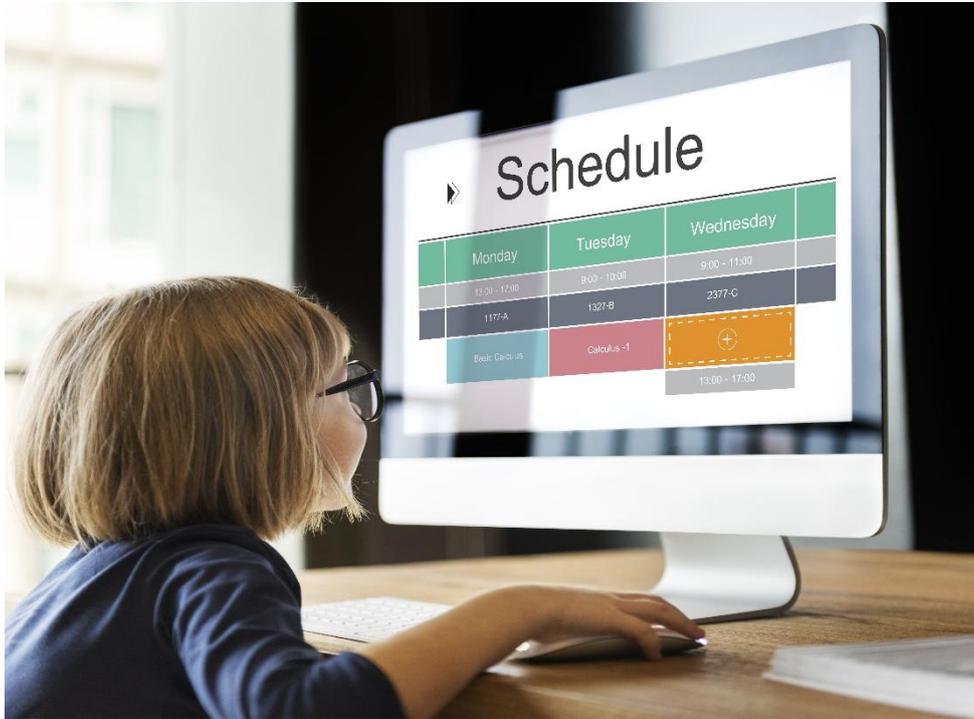


How to create a successful daily routine



What is the secret of the most successful people in the world? Their day doesn't have more hours. They don't have special strength or energy. They don't usually work much more than others. They always say it is about their daily routines and good habits. Here are the seven steps you can try yourself:

1 Write down how you spend your day. Put everything in, including the time at school, on the phone, or eating and showering. Then, circle only the good habits. Try to spend more time doing the things that help you.

2 Use a calendar. Write down the important things: birthdays, school exams, after school practice, family trips, and similar. This will show you when you need to work more, and when you can relax.

3 Go to sleep and get up at the same time. Find out how many hours of rest you need and sleep enough. If you are tired, it will be difficult to do anything.



4 Find a morning routine that you like. Successful people say that the first hour of your day shows you what the rest of the day is going to be like. They usually like to spend some time in silence, and exercise, read or write.

5 Use your evening well. A great day starts the night before. Turn off electronics one or two hours before you go to bed. Use this time to talk with your parents, do chores, prepare for next day, or relax in your favourite, off-screen way.

6 Don't stop with the routine over the weekend. Make some changes, so you can rest more and have extra free time. But don't ignore the habits from the other five days.

7 Work in time blocks. Give yourself one to three hours to do the most important things. Then switch and do something else. This will help you keep focus.

Task:

Try the seven steps on your own daily routine, or pick your favourite steps and do only them. Do you think they can help you get better at using your time?