

The background features a collage of autumn leaves in shades of orange, yellow, and red, set against a light blue sky. This collage is partially obscured by a large, textured, light brown geometric shape that covers the upper right portion of the page. The overall design is modern and seasonal.

Foundations Program Resource

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What to expect:



I can't wait to see how these productivity habits and strategies work for you!

Small shifts will make a huge difference and I can't wait for you to experience this.

To your inevitable and productive success,
Avery

What's Inside:

1. Clarity and Alignment
2. Stress Management
3. Energy Management
4. Time Management
5. Habits and Strategic Planning
6. Recipe links



Clarity and Alignment

01

We've probably all heard of shiny object syndrome, and basically what that means is that we're tempted and distracted by things that aren't in alignment with our mission and goals, and that means that we spend too much time doing things that aren't going to make our long-term goals a reality.

Signing up for new courses, free trainings, challenges, all that kind of thing can really slow us down because we THINK that we're doing something productive. We're learning right, and becoming a CEO means that we're embracing a lifetime of learning which is really exciting.

But there comes a point where learning is just covert procrastination.

So how do we know when we're in this space of sneaky procrastination?

We become clear on our goals and mission and then make sure what we're doing is staying in alignment with that.

This way, you'll be focusing on what's most important, and deprioritizing what isn't going to move you closer to your goals.

Ask yourself these three questions:

What do I want to be known for?

What is the impact I want to have on this world?

What legacy do I want to leave behind?

02

Stress Management

There is an optimal space on the stress curve where productivity and pressure are optimized and we get the most done.

But, as with so many entrepreneurs, especially solopreneurs, let's face it, you are a high achiever otherwise you wouldn't be having success. And as a high achiever, it's very easy for us to shoot way the heck over this peak and the optimal balance where our productivity and pressure are optimized - and roll all the way down over here getting closer and closer to burnout.

As CEOs we need to master the art of turning off our stress switch BECAUSE when we're in fight or flight, or freeze or fawn, we lose access to our prefrontal cortex, our higher level thinking brain that can solve complex problems, navigate difficult situations and access stored memories.

This means, that if you're too far out of the eustress productivity/pressure optimized range, you're going to struggle to focus, to problem solve, to understand that new piece of technology that you're integrating, to plan - all of those big picture things are going to take longer or become next to impossible.

Which makes sense when you think about it because your fight or flight system was designed to help you get away from a bear chasing you - and when you're running away from a bear, contemplating the meaning of life or solving that complex website issue isn't going to be a priority.

The simplest thing you can do to keep access to this higher level thinking brain of yours is to practice breathing techniques such as the 5-5-5 breathing technique.

Energy Management

03

What depletes my physical energy?

What restores my physical energy?

What depletes my emotional energy?

What restores my emotional energy?

What depletes my mental energy?

What restores my mental energy?

What depletes my greater sense of
purpose or metaphysical energy?

What restores my greater sense of
purpose or metaphysical energy?

Rate each energy sphere
on a scale of 1 to 10

04

Time Management

Before you start anything new ask yourself:

1. Is this relevant to my future identity, my clarity goal, or the impact that I want to have?
2. Is this something I feel passionate about?
3. Will I get something useful out of doing this?
4. If I say 'yes' to this, what will I be losing or giving less attention to because of it? Basically how thin are you going to be spreading yourself?
5. Is this going to have quick and recognizable results that I can enjoy soon?
6. Is this something that I can do with my own internal motivation, or do I need extra accountability?
7. Is this something that other people will understand and support me on?
8. Is this something that I will have enough time or focus to do a good job with?
9. Do I have the resources I need to be able to accomplish this goal? Team, systems, money, energy, time, and clarity?

Habits & Strategic Planning 05

Time Management Habit #1 - Set up systems to minimize distractions

Time Management Habit #2 - Have a pre-work session routine

1. Turn off your stress response and regain access to your CEO brain (5-5-5 breathing)
2. Amplify your CEO brain (breath stacking or breath of fire)
3. Reconnect with your Why
4. Strategic Planning

Elements of a Strategic Plan:

- Start off by going through your check in to see if you're in alignment with who you need to be for success
- Ask yourself what's one thing that could knock you off track during this work session, and then how your best self would handle that if it happened or come up with an idea to prevent it from happening.

- 3. Remind yourself of the big projects that you want to work on, even if you don't have the time/energy/mental whitespace to work on them today.
- Then list three things that absolutely MUST get done today.
- And finally, come up with a quick pep talk for how you will support yourself to get those three things done.

06

Recipe links

Carrot Cake Overnight Oats:

<https://www.eatingbirdfood.com/carrot-cake-overnight-oats/#wprm-recipe-container-34237>

Chocolate Zucchini Overnight Oats:

<https://nutriciously.com/overnight-zoats/>

Breakfast Hash:

<https://www.karissasvegankitchen.com/bean-potato-veggie-breakfast-hash/>

Egg Cups:

<https://tasty.co/recipe/egg-breakfast-cups>

Vegan "Egg" Cups

<https://okonomikitchen.com/vegan-egg-muffins/>