

Productivity Starter Pack

A 10-minute morning setup, a 3-line evening review and a weekly reset — the whole routine on one page.

Free from nextwavefusion.com — 100% free during launch. Share it with a workmate.

1 The 10-minute morning setup

- ☐ **Minute 1–3: pick today's first action**
Not a list — one action you'll do before opening any messages. (Daily Plan Generator: nextwavefusion.com/free-tools/daily-planner/)
- ☐ **Minute 4–5: set today's spending guardrail**
One number from the Money Discipline Calculator. Decided is faster than debated.
- ☐ **Minute 6–8: block one deep-work window**
60–90 minutes, phone in another room, one project only.
- ☐ **Minute 9–10: set the shutdown time**
Decide now when the day ends. Open-ended days end badly.

2 During the day

- ☐ **First action before first message**
Email and chats are other people's priorities.
- ☐ **One tab rule in deep work**
Every extra tab is a doorway out of the work.
- ☐ **Protect one real break**
Shift workers: use the Shift Survival Planner — nextwavefusion.com/free-tools/shift-planner/
- ☐ **Capture, don't switch**
New idea mid-task? One line in a note. Back to work.

3 The 3-line evening review

- ☐ **Line 1: what actually moved forward today**
- ☐ **Line 2: what wasted the most time**
- ☐ **Line 3: tomorrow's first action**
Tomorrow-you starts the day already decided.

4 Weekly reset (Sunday, 15 minutes)

- ☐ **Review the seven daily reviews**
Patterns beat willpower — find the repeating time-waster.
- ☐ **Pick the one thing that must ship this week**
- ☐ **Clean one space**
Desk, desktop or downloads folder — pick one, not all three.

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LEVEL UP: Want the full system in one place? Personal Life OS runs your tasks, habits, goals and reviews free in the browser — nextwavefusion.com/lifeos/