



Routines

...and creating space for them

an NMMS Roundtable • Nov. 20, 2020. Led by Revitalization Specialists:
Amy Barnhart, Julia Royal, and Robyne Beaubien

Resource Guide

Books

Getting Things Done: The Art of Stress-Free Productivity by David Allen	The Bullet Journal Method by Ryder Carroll
The 12 Week Year: Get More Done in 12 Weeks than Others do in 12 Months by Brian Moran and Michael Lenington	Why We Sleep by Matthew Walker, PhD
The Productive Person by Chandler Bolt and James Roper	The Power of Habit: Why We Do What We Do in Life and Business
15 Secrets Successful People Know about Time Management by Kevin Kruse	Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind (99U)
How to be a Productivity Ninja by Graham Allcott	Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time
Eat That Frog! Action Workbook: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time	Elastic Habits: How to Create Smarter Habits That Adapt to Your Day

Apps

Digital Calendar	Evernote
iPhone Reminders	Asana
My Fitness Pal	Any.do (<i>List Making</i>)
My Water	Day One Journal
Notebook Pro	Good Notes
Nozbe	Notably Notepad

Videos

Getting in Control and Creating Space by David Allen	Plant Based Bride YouTube Channel (Bullet Journaling)
Bullet Journal YouTube Channel	AmandaRachLee YouTube Channel (Bullet Journaling)
Julia Royal Journals YouTube Channel	Thomas Frank YouTube Channel
Ted Talks of Productivity	Keep Productive YouTube Channel

Podcasts

With Intention	Simple Families
Frugal Friends	Flip This Town
The Brian Buffini Show	Social Media Marketing with Michael Stelzner
Non-Profits are Messy	Getting Things Done
Motivation Minute	First Things

Blogs

The Blissful Mind

Planners & Supplies

Archer & Olive Bullet Journals/Planners	The Happy Planner
Shop AmandaRachLee Doodle Planner	Day Designer
iBayam Journal Pens	Amazon Basics Grid Journal
Commit 30 Planner	Dry Erase Board

MainStreet Routines Roundtable Recap!

Mark Garnes, Alamogordo MS: has a morning routine, but the rest of his day is typically dictated by others

Flo Trujillo, NW NM Arts Council (Farmington): has a morning routine, starting at 5 am; on Mondays, she does financials, updates the website and social media and reviews her calendar; makes time for walks, meditation and prayer; utilizes a stress level app and a step tracker; keeps Saturdays and Sundays for herself to watch football and cook, schedules a lot of “me-time”; utilizes Ever Note for a public iPad survey/scavenger hunt; creating a story walk utilizing QR codes; always makes a point to join the virtual roundtables and got the idea to do ugly face masks from Charmeine (Silver City MS); Utilizes a dry erase board and bulletin board visual over her computer so she can make take a quick glance.

Kara Smith, Gallup MS/ACD: strategy is unmedicated anxiety and sleepless nights and occasionally just staring out the window in distress; feels like it might be time to watch Julia’s videos; ;) this podcast helps her cope <https://blog.joangarry.com/nonprofits-are-messy-podcast/>

Cristina Rogers, Barelax MS: starts the day (before waking up) by “work-dreaming,” so she is not getting things done nor getting rest ;) Utilizes a paper planner and crosses things off with a highlighter so she can easily read it if someone has a question

Michael Peranteau, MS de las Vegas: has a morning routine – coffee, feed the dogs, etc.; has an afternoon walking routine which he really needs to stick to maintain sanity; combats anxiety and the sense of overwhelm by making lists late at night to get those things out of his head; needs to create a more consistent routine of doing this; virtual roundtables are an important part of his weekly routine and keep him connected to everyone

Mary Libby Campbell, Harding County MS: Has been using Nozbe, but things have recently gone off the deep end and are no longer manageable, so looking for a way to get back on track

Brenda Ferri, Raton MS: gets up at the same time every day, makes her bed, goes for a walk; she plans the next day the night before; in the past she had lists everywhere but has now made the move to one note pad; she writes stuff out so it sinks in; if she puts it in her phone, it is easy for her to ignore it; having a productive daily routine starts at home, but being stuck at home all day has thrown her routines off; finds it gratifying to throw away a sticky note when she’s completed her to do list

Connie Loveland, Tucumcari MS: utilizing the Commit 30 planner, which allows you to set a monthly goal and the steps to get there; also like to use washi tape (like Julia); she tracks her daily stuff in the journal which also has a place for notes, personal and work to-do’s, a place for bullet journaling; first time using this planner and really liking it; she has a very structured morning routine, gets up 30 minutes before everyone else to have time to read bible and quiet time for herself; used to be a sticky note junkie, now carries one notebook that she put everything into, phone numbers, messages, ideas, etc. and then moves those to the appropriate places each week; utilizes Do Not Disturb on her phone from 9PM to 7AM; a few of her favorite podcasts: The Brian Buffini Podcast, Simple Families, & Flip This Town

Lisa Pellegrino-Spear, Clovis MS: has tried Nozbe but it doesn’t work for her; she has to write things down, so a paper planner works better; its been a chaotic year, her family controls her schedule; trying to accomplish/complete two projects before she takes on another one

Ashly Keys, Carlsbad MS: keeping her iPad with her all the time to have her note with her and to be able to take notes on the fly; built a to-do list in it and works on those items in between priority projects; in the process of learning Notably; agrees that boundaries are important

Charles Whitson, Taos MS: does not schedule meetings on Fridays, which allows him to wrap up the week and plan for the following week; when things get back to normal, would like to walk the district on Fridays; utilizes Asana for project/time management

Mario Hooee, Zuni Pueblo, MS: trying to get a routine going; started a morning workout routine, doing a 10-week boot camp; after 5 pm, it’s his time; Zuni Pueblo is going into lock down for the next few weeks, so Mario will be working from home until January; writes appointments on a desk calendar and uses iPhone calendar alerts.

Chelsea Evans, Deming MS: has sticky notes all over the place, would like to invest in a journal or planner to keep everything in one place and will be checking out Julia’s videos

Charmeine Wait, Silver City MS: uses an old-fashioned day planner Tuda Libby Crews, Harding County MS: life is completely out of control, though she does use a notebook to write down what needs to be done and to help her remember.

Christie Ann Harvey, Deming MS: writes out task to be worked on the next day with the best of intentions and then every morning starting at 7:30 – 8:00 am the phone starts to ring with request for something that needs to be done now or for a meeting in 10 minutes and so it goes throughout the day.

Robyne Beaubien, NMMS RS: she is planning to use some of Julia’s creative ideas in her more structured planner.

Julia Royal, NMMS RS: making the planner “your own” by decorating it makes it something you are more likely to use; plan for things to come up that interfere with your routine – if you plan for interference, you can more easily make adjustments; if you are a sticky note fan, create a spread in your bullet journal that allows you to capture all of those thing in one place

Amy Barnhart, NMMS RS: you are allowed to say no to phone calls/ meetings/etc.; set boundaries; create time for yourself to work uninterrupted; you don’t have to answer emails as soon as they come in; utilize Do Not Disturb on your phone to keep work from creeping into your personal time

Michelle Negrette, NMMS RS: plays “wack-a-mole” – gets either the loudest or easiest problem out of the way as quickly as possible; uses a paper day minder and writes things down and physically cross things off (Day Designer); also has a huge dry erase board with a grid that lists projects, what needs to be done and when its due; be kind to yourself if things get busy and some days/weeks end up blank – just start back in when your things settle down; boundaries are key (and my nemesis)!