

THE FRANKLIN FIVE

- KNOW YOUR PRODUCTIVE TIMES**
Keep a notebook beside you for a week and record the times where you feel you're most focused, most productive, most creative, and most distracted. Then, schedule your day around those times, plugging in corresponding tasks with the mindset you naturally tend toward at a certain time of day.
- USE TIMERS TO STICK TO YOUR SCHEDULE**
As Parkinson's law goes, the task will expand to the time allotted. If you give yourself an hour to reply to emails, you'll spend an hour replying to emails. But if you only have 30 minutes and a hard stop time, watch how fast you can suddenly reach inbox 0.
- PLAN YOUR GARDEN**
If the weather isn't good enough for you to dig in the dirt, draw out your garden in your planner. Decide which plants you're growing this year and determine where and when you'll plant them.
- PRACTICE MEAL PLANNING**
Now that the holidays are over and things are winding down, you can put in the time and effort to create good, healthy meals. Improve your eating habits and upgrade your daily menu with a weekly meal planning routine.
- COMPLETE A SMALL INDOOR PROJECT**
Before warmer weather pulls you outside, get moving on that little project that you've been putting off. Rearrange your family room, paint a bathroom, or complete another DIY project.

MY FOCUS FOR THIS MONTH

KEY DATES

- 1 Lunar New Year
- 1 National Freedom Day
- 2 Groundhog Day
- 5 Ice Cream for Breakfast Day
- 9 National Pizza Day
- 11 National Make a Friend Day
- 14 Valentine's Day
- 17 National Random Acts of Kindness Day
- 20 National Love Your Pet Day
- 21 Presidents Day
- 28 Isra al Mi'raj Begins

WEEKLY OBSERVANCES

- 13-19: Random Acts of Kindness Week
- 20-26: National Eating Disorders Awareness Week

MONTHLY OBSERVANCES

- Black History Month
- National Self Check Month