

[MELINA'S FAVORITE TOOLS TO] ORGANIZE YOUR BRAIN



An organized brain means increased productivity, weight loss, better sleep and so much more. Here are my favorite tools to help you declutter and organize.

BOOKS

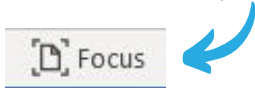
The Life Changing Magic of Tidying Up (Marie Kondo)
Indistractable (Nir Eyal - interviewed on ep 78 of The Brains Business)

REMOVING NOTIFICATIONS I recommend starting with:

- Facebook & Messenger
- Twitter
- Instagram
- Other
- LinkedIn
- Pinterest
- Slack
- Other
- Email
- YouTube
- Voxel
- Other

FOCUS MODE (WORD)

click this little icon in the footer of your document and experience the magic!



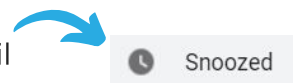
TIME TIMER

it's cute AND helpful at a glance to know how much time is left



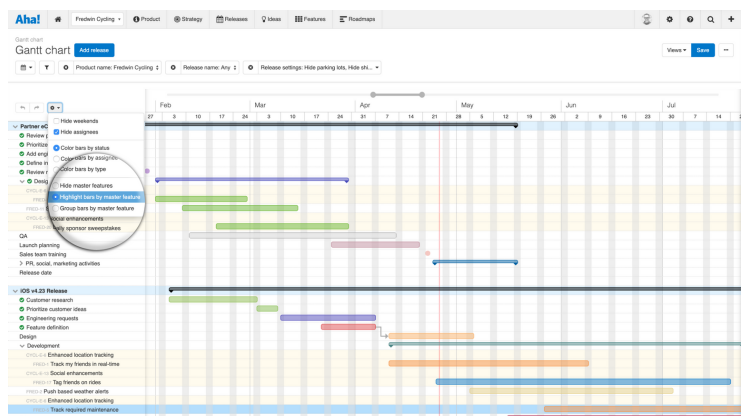
EMAIL "SNOOZE" FUNCTION

click this icon when in an email



GANTT CHARTS

turn your big task into its smallest parts, then do one a day track them using this project management tool



TRELLO (my fav!)

online tool that takes some up front work...but SO worth it

WANT HELP?

Join the Brains Mindset Course and I'll walk through it all with you (plus more) over 6 weeks: thebrainybusiness.com/courses