



My TOP OCEAN FLOW LOCKDOWN PRODUCTIVITY & WELLBEING SURVIVAL TIPS!



Find some Ocean Flow to get back on track...

When we get overwhelmed, when we feel stressed about the long list of things we need to get to, we stop thinking well and we move into reactivity. We get stuck in the busy-ness. And we try to hold everything in our heads and we lose focus on what's important rather than just shouty and urgent. We procrastinate and we find excuses why we have to put ourselves and our business last.

Right now, during COVID, overwhelm and procrastination are running wild for many of us. As small business owners and leaders of teams, trying to cope with constant change and the stress that accompanies it, we must recognise that this impacts our work and our lives and can be exhausting and frustrating.

Here are my Top Tips for getting back some to a place of calm with Ocean Flow....

"After two encounters with cancer, I know the importance of self-care and reducing stress, whilst still being able to function; run my business, take care of my family... One of my main acts of self-care revolves around the water. I love diving and underwater photography and it's become an increasing passion. One I indulge in every week. So, now I set my goals around my passion and I schedule time every week to do what I love most. It's the way to live a full and happy life, to de-stress and maintain my productivity with ease and flow."



MY TOP 5 TIPS FOR STOPPING THE OVERWHELM & FINDING SOME FLOW...

1 Care for your INNER MERMAID

Self-care is critical for reducing feelings of overwhelm and being able to control that amygdala hijack (when our brain and body is flooded with cortisol) so we can stay focused and productive!

- **Breathe!** Deep diaphragmatic breathing activates our parasympathetic nervous system and calms that ancient, reptilian part of our brain. Breathe deep into your tummy, 5 big deep breaths, making the exhale longer than the inhale. Breathe...
- Set up a **morning ritual** that includes even a few minutes of time just for you. This can be challenging with young children in the house but even a short 3 minute shower can be used to focus your attention and reset. Try my water meditation here... www.juliejones.com.au/ocean-flow-water



2

DO A BRAIN DUMP

OK, let's get your brain a little clearer.. When we're overwhelmed or close to it, our pre-frontal cortex (our thinking brain) switches off. It stops us thinking well and making good decisions or prioritising what to do next...

Do a BRAIN DUMP! Grab some scrap pieces of paper or some sticky notes and write down everything that's in your head. One thing on each piece of paper. Keep going until it's all out... (just keep going...) Once it's all out, you can work with sorting and picking out your key priorities.

3



PRACTICE TWO KINDS OF THINKING

To be able to stay focused on the tasks at hand, we need two kinds of thinking:

Like A Boss & Making Magic

- When we think **Like A Boss**, we are doing the planning and organising of our activities to prioritise our day and focus on the RIGHT things (if you've done a brain dump, here is where we can get all that stuff into order).

Use the **Ocean Flow Daily Boot Up** process to get going with flow. 5-10 mins of applying this 'Like A Boss Thinking' each morning is one of the most effective ways I've found of staying in flow every day. Give it a try for a week and see how much it helps... You can download a copy here... www.juliejones.com.au/downloads



- When we **Make Magic**, we are doing the actual WORK. Blocking out time to DO the DOING - Hiding like a cuttlefish (see below) means we get to put our **focused** energies on our dreams and goals, as well as the other work and more mundane tasks we need to do each day. Yes, we still need to do them, but we can do them with ease and flow...



Try some of the **Making Magic** techniques on the next page to achieve your to do list each day.

To do lists become 'Ta da' lists when we make things happens with flow...

(and it's so important to celebrate, even the smallest wins!)



FOCUS



4 FOCUS like a SHARK

When we are stressed or overwhelmed, focus is the hardest thing to achieve. Try these techniques to **focus like a shark** and get back in the zone. Focusing your attention speeds your productivity - you'll be amazed at how much you get done:

- Try the **Pomodoro technique** - a simple timer to measure your work time
- 25 min sprints 5 min break - repeat, no more than 4 sprints before a bigger break
- Or try the **Flowtime technique**, a variation where you choose the length of each sprint to suit your energy/style/time of day.

HIDE

5 HIDE like a CUTTLIFISH

Hide like a cuttlefish to protect your fragile attention and get stuff done.

- Book meetings with **yourself**, block out time in your diary - hide from distractions and others who want your time and attention. Where can you hide today?
- Try **sequential monotasking** - do only one thing at a time. Then the next and so on... Try having only the one thing on your desk too. It stops you being distracted by what else you still have in line of sight...

NEED HELP WITH MORE TIPS AND TECHNIQUES ?

If you'd like to learn more about Ocean Flow techniques and workshops, I'd love to chat. We run regular workshops and programs to help you achieve your dreams and goals with ease and flow. And you'll find more useful tips and ideas on our website blog, facebook and instagram feeds. Much love and Ocean Flow vibes, Julie xox

www.juliejones.com.au

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