**Evening Routines**

Set out clothes, papers, keys the night before. Put them in a place where you will have to see them when you are preparing to leave.

Make breakfast, set up coffeemaker, and/or lunch the night before.

Go to bed at the same time every night.

Stay away from caffeine, heavy foods, and computer screens before going to bed.

**Morning Routines**

Get up when it is time to get up. No hitting the snooze button. If you have gotten enough sleep, you should wake up right around the time your alarm goes off.

Resist the urge to connect to the outside world. Wait until you are all ready to go to check email, social media. Make it your reward for getting ready on time.

Get your blood pumping by working out, even if it is just 15 minutes of cardio or yoga.

Eat breakfast to get your mind in gear. Stay away from sugar and lots of carbs, and concentrate on proteins.

Keep your personal body rhythms in mind and make sure you have time to get done what you need to do before going to work.

Build in overflow time—for the unexpected mending, lost shoes, traffic jam, and phone calls.

Resist the “just one more thing” routine. Leave it for another time.