

A woman with blonde hair and glasses is sitting on a bed, working on a laptop. She is wearing a white t-shirt and dark pants. The bed has white linens and a green blanket. The background shows a white headboard with vertical slats.

THE BUSY WOMAN'S GUIDE TO PRODUCTIVITY BALANCE & FLOW

Say goodbye to stress, anxiety and procrastination, say hello to calm organised control

WWW.CIARACONLON.COM

LET ME BE YOUR GUIDE



I'M CIARA CONLON

Author - Speaker - Coach

I'm a life and leadership coach, an expert in productivity, performance and creating habits. I help organisations create high-performing leaders and teams. I help individuals break through their blocks to redefine what's possible.

BEFORE WE BEGIN

Let's face it, life can be hard. We all have so many roles to play often struggling to get it right. Anxiety, stress and overwhelm are becoming a normal part of our lives. It's difficult to find the time to do all the things we know we should be doing.

I have worked with many people in many different industries over the years. I have coached CEOs, politicians, chefs and creatives to name but a few. What I have learned is that regardless of who you are or what job you do, we all experience the same human challenges. We all have fears and insecurities, we all experience stress and we all know too well what overwhelm can feel like.

But the truth is it doesn't have to be this way. Change is possible for every one of us and in this guide I will show you how..

RIGHT NOW YOU MIGHT BE SAYING...

- This isn't going to work for me
- It will be too hard
- I'm no good at changing habits
- I'm too disorganised
- I wouldn't know where to start

I was once a chaotic, disorganised, procrastinator that found it difficult to motivate herself and felt disappointed all the time.

So believe me when I say if I can change you can too!!

All you need is the desire and some simple strategies for success.

In the next couple of pages I will share with you my 3 pillars of success that will take you from where you are now to where you want to be. It all starts with your desire to change.



A woman with blonde hair and glasses is looking down at her red smartphone. She is sitting by a window with a view of a city. The background is slightly blurred, showing buildings and trees. The lighting is soft and natural, suggesting daytime.

”

**The desire to
change is the
ember that will
keep the fire
burning when
the rain comes.**

Ciara Conlon

3 SUCCESS PILLARS

Below are my 3 success pillars. These are the areas to focus on that will give you the results that you want in life. In this guide I will give you tips and hacks for making a progress in each one of these areas.



01

MINDSET

Your mindset dictates everything; your ability to motivate yourself to take action, your attitude towards yourself, and what's possible.



02

HABITS

The quality of your daily habits determine the quality of your life. Let me show you how to create positive habits easily.



03

FLOW

Feeling balanced, peaceful and free are feelings that we all aspire to. They are not elusive dreams but attainable desires.

TIME TO

SAY GOODBYE TO

1

STRESS & ANXIETY

2

FEELINGS OF OVERWHELM

3

CHAOS & DISORGANISATION

4

PROCRASTINATION

5

NEGATIVE THOUGHTS &
OVERTHINKING

TIME TO

SAY HELLO TO

1

FEELING CALM

2

BEING ORGANISED

3

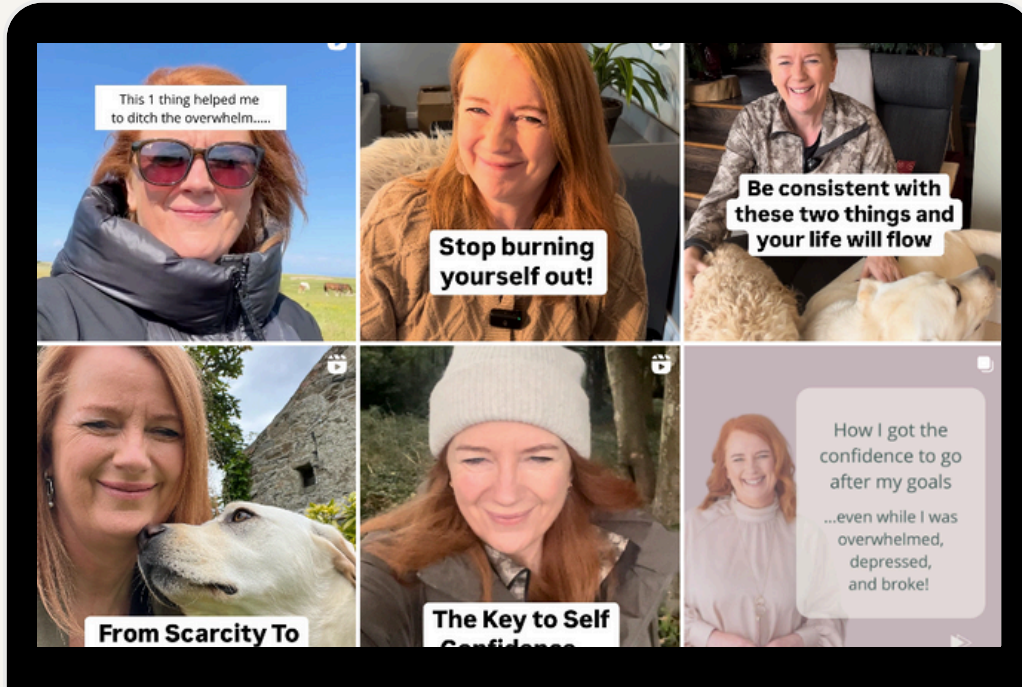
TAKING ACTION

4

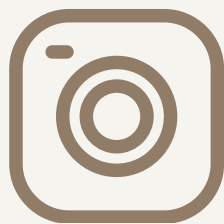
BEING IN CONTROL

5

HAVING A POSITIVE MINDSET



DON'T FORGET TO FOLLOW ME ON INSTAGRAM & TIKTOK



PILLAR 1

MINDSET

"IT CANNOT BE CHANGED WITHOUT CHANGING OUR THINKING" ALBERT EINSTEIN

Your mindset determines your level of potential success and happiness in life. Therefore, managing your mindset should be a priority. We can start by becoming more aware of the things that impact our mindset and work to improve them to contribute to a positive and proactive daily state of mind.



Individuals who believe their talents can be developed (through hard work, good strategies, and input from others) have a growth mindset. They tend to achieve more than those with a more fixed mindset (those who believe their talents are innate gifts). This is because they worry less about looking smart and they put more energy into learning. **Carol Dweck - Mindset**

MANAGING MINDSET

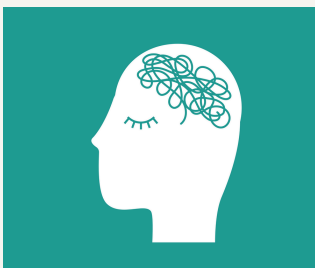
Thanks to advances in neuroscience and research done in neuroplasticity we know that the brain can grow and develop at any stage. We just need the desire, a positive attitude and a strategy to make any change we want. I'm not saying we can all become the next Messi or Mozart but we can get better at football if we want to and we can learn how to write music if that's what fills us with joy.

The truth is change is possible and changing our mindset is also possible. We can change from having negative thoughts and overthinking to being calm and positive. We can change the thoughts and beliefs that are holding us back and it all starts with becoming conscious.



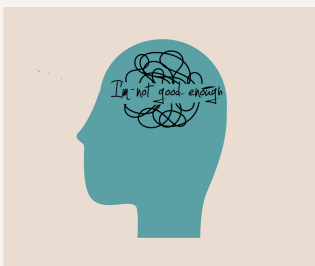
BECOMING CONSCIOUS

Becoming conscious involves waking up and acknowledging what's driving our behaviours and then taking responsibility to change.



THOUGHTS

Our thoughts are influenced by the present, past and future. We need to learn to recognise which thoughts are useful and which ones not so useful so we can choose the more empowering ones.



BELIEFS

Your beliefs are deeply embedded thoughts that can be formed through repetition or from childhood. When we identify the limiting beliefs that we have, we can choose to upgrade them.

TOP TIPS FOR IMPROVING YOUR MINDSET

Here are a couple of tips that can help you foster a more positive mindset:



GRATITUDE

Gratitude is known as the gateway emotion, one that encourages other positive emotions. Practice gratitude each morning by stating 3 things you are grateful for and watch how your mood shifts.



MEDITATION

Meditation is a great way to take control of your monkey mind and set your intentions for the day. Practise meditation on waking, even 5 minutes a day can make a massive difference.



ELASTIC BAND

Use an elastic band on your wrist and snap it each time you have a negative or judgemental thought. Counteract the negative thought with a positive one. The trick is to reprogramme your mind for more positivity.



EMBODIMENT

Set reminders in the day to become aware of your body, acknowledge how it feels and give it any attention it deserves. The more we come into our bodies the less we are in our minds.



JOURNALING

Journaling is a powerful way to help us process ruminating thoughts and reflect on our behaviour. It helps to get our thoughts out of our head making it easier to recognise any action that needs to be taken. It also helps process stored emotion.

PILLAR 2

HABIT

YOUR HABITS CAN MAKE OR BREAK YOU

The simplest way to make changes in your life is to focus on one small habit at a time. Regardless of the habit you focus on, each habit you master increases your confidence, your optimism and your wellbeing. In my 14 years experience as a coach I have noticed three habit areas that impact both performance and wellbeing. Productivity, energy and presence.

Productivity keeps us feeling organised and in control. Energy keeps us motivated, focused and healthy. Presence improves our focus and our relationships.



NOTES:

**"Healthy habits are learned in the same way
unhealthy habits are; through practise"**

Wayne Dyer

PRODUCTIVITY

Being productive is about feeling in control of both your work and life. When you get organised and create systems and structure, life becomes easier and you will experience less stress.



MY TOP PRODUCTIVITY HABITS TIPS

Have Clear Goals and Priorities

Goals motivate and inspire you to achieve more in life. Having goals helps you to identify your daily priorities, helping you stay on track and focused on doing the right work.

Use your Calendar

Use your calendar to schedule and plan all your priorities. When you have a plan for what you need to do each day you'll become 100 percent more effective, productive and focused.

Take Regular Breaks

Breaks increase your energy and productivity, schedule time for breaks regularly in the day.

"Either you run the day or the day runs you"

Jim Rohn

ENERGY

We need energy to perform at our best. Take a look at your life and identify what your current energy habits are. Exercise, nutrition and sleep are core to your energy levels. What needs to change?



MY TOP ENERGY HABIT TIPS

Exercise

Richard Branson was once asked, "What is your number one productivity tip?" His reply: 'Working out'. He believes that working out gives him an extra four hours of productivity a day.

Nutrition

Feeding your body the right nutrients combined with your daily exercise and plenty of water will give your body all the ingredients it needs to work at its best. People often fail to nourish their bodies when they feel stressed or overworked. This is the time when you need good healthy food the most.

Sleep

Lack of sleep can affect your focus, concentration and problem-solving abilities. Sleep is essential to productivity and health, if you are not sleeping right get help to rectify the situation don't just accept it.

PRESENCE

Presence is the act of being where you are. We spend so much of our lives distracted, occupied by something other than what's in front of us. When we come back to the present we will experience life better.



MY TOP PRESENCE HABIT TIPS

Gratitude

The practise of gratitude is widely becoming recognised as a powerful process in the search for happiness. Positive psychology has accepted the potential of a daily gratitude session. When you focus on what you have rather than on what you don't have, it's difficult to feel depressed or sorry for yourself.

Meditation & Mindfulness

Meditation and mindfulness have become more popular in recent years. Both activities help reduce stress and improve focus and concentration, calming your mind and helping you live in a place of peace.

Come follow me on Insight Timer
<https://insighttimer.com/ciaraconlon>

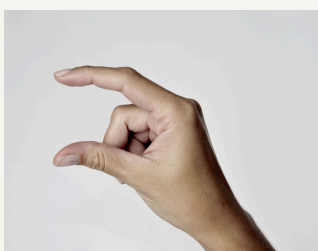
TOP TIPS FOR CREATING HABITS

Here are a couple of tips to help you start any new habit.



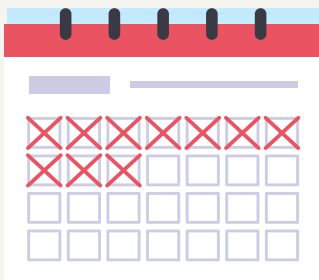
CHOOSE ONE CORE HABIT

Focus on one habit at a time until it becomes automated. With repetition your brain will start to accept the new habit and you will have programmed yourself for success.



START SMALL

Make it so small that it's easy to do. So if you are starting to exercise, do it for 10 minutes a day to start. You can gradually increase the amount of time spent.



TRACK YOUR HABIT

Using a tracking app or notebook can help with motivation and discipline. You won't want to break the chain which will encourage you to keep going.



GET AN ACCOUNTABILITY BUDDY

Accountability is one of the strongest motivators. But don't use your mom or your lover they let you away with murder. Take part in a group activity or choose a buddy you don't want to let down.



FORGIVE & START AGAIN

You will have bad days and you might have failed one hundred times before. You must forgive yourself quickly and jump back on the horse. You are human but you are in the process of becoming a better version of yourself!

FLOW

WHAT IS FLOW?

Mihaly Csikszentmihalyi author of the book *Flow, The Psychology of Optimal Experience* describes flow as ‘a state of concentration so focused that it amounts to complete absorption in an activity and results in the achievement of a perfect state of happiness’. Flow is about happiness and making your life meaningful. So how can we introduce more flow into our lives?



"So let the mind flow like water, face life with a calm and quiet mind and everything in life will be calm and quiet."

Thich Thien An

FINDING

FLOW

WHAT CAN WE DO TO FIND MORE FLOW?

Flow is a state of concentration so focused that it amounts to complete absorption in an activity and results in the achievement of a perfect state of happiness. Extreme athletes access it every time they practice. Artists, musicians, writers will all be familiar with being in flow. Being in flow usually makes your life happier and more meaningful. So how can we introduce more flow into our lives? While meditation, mindfulness and breathing exercises can help to quieten the mind and allow us to more easily access the flow state there are some things that are important to do that will impact our levels of personal peace and happiness as well as help us induce a flow state.



LETTING GO OF CONTROL

The sooner we learn to let go and accept that we cannot control outcomes, life will get better. Fear keeps us holding tight, trust allows us to let go and surrender to the unknown and our full potential.



FUN & CREATIVITY

Creativity and having fun are both great ways to relax your body and mind. The more we practise the more you are likely to relax and allow your body to access flow.



PRACTICING COMPASSION

A lot of busy ambitious women learn to push themselves to just keep going. While there might not be much time to sit still, there should always be time for self compassion, rest and nurturing.

YOUR BRAND NAME

CLIENT TESTIMONIALS



TARALOUISE MCCAUGHEY - ZINC MEDIA AGENCY

{Ciara's course helped me so much to work a whole lot smarter. It has allowed me to expand my business as a result of the strategies I learned on the course. I'm also a lot calmer at home with the kids. 100% Recommend"



FIONA KELLY DIRECTOR EXECUTIVE PA FORUM

"Ciara's Workflow course was a game changer for me in terms of how I plan ahead previously I would get very stressed and feel overwhelmed and paralysed. I feel much more in control of my workload than ever before"



CORA GARVEY - CORAYOGA.IE

"Workflow has helped me get clear on my goals and priorities and showed me how my mindset was crucial to increasing my productivity and performance. All of the strategies and support I got from this course gave me the confidence to go after my goals and change my career."



LIBBY JONES - OPERATION LESS STRESS

"Facing up to my limiting beliefs was the catalyst for a lot of positive change. It has not only helped me to be more productive and create better habits , but it has given me a feeling of pride in myself."

DON'T BE A STRANGER



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