

Multicopy



A better way to work

A practical toolkit inspired
by Swedish work culture,
from the country where
Multicopy is produced.

Multicopy

Work today is increasingly fast, digital, and fragmented.

This often leads to difficulty staying focused, overloaded task lists and constant switching between priorities.

Swedish work culture, known for its structured and balanced approach to work, offers a different perspective—not more speed, but better structure. Better structure leads to clearer thinking.

This booklet is a practical toolkit designed to help you organise your workload, protect focus time, and reduce mental overload.

It includes simple, practical tools to help structure your day and manage your workload more effectively, such as a To-do List, a Daily Planner, and an Activity Chart.

It also offers wellbeing-focused elements, including tips for better breaks, mandala colouring sheets, and motivational quotes designed to support focus, relaxation, and daily motivation.

The Nordic approach to work

Nordic workplaces tend to be guided by a few core principles, including Swedish concepts such as:



Lagom

a balanced approach, without excess



Autonomy

trust and responsibility in how work is organised



Fika

regular, intentional breaks during the working day



Sustainable performance

long-term performance over short-term intensity

According to OECD data, Nordic countries often show:

- strong productivity per hour worked
- comparatively shorter working hours
- well-established work-life balance frameworks

In this context, performance is supported by structure and rhythm rather than constant pressure.

Sweden as a reference point

Sweden consistently ranks among the leading countries in Europe for workplace wellbeing, offering a useful reference point for this broader approach.



Wellbeing

Among the highest in Europe (OECD Better Life Index)



Working time

Only around 1% of employees work very long hours (one of the lowest in OECD)



Engagement

Around 25% of employees are highly engaged vs ~12% European average (Gallup 2026)



Consistently top-ranked in life satisfaction and work quality (OECD Well-being Framework)



Multicopy is produced in Sweden at the Nymölla Mill, reflecting a strong Nordic tradition and consistent quality. It is produced in a sustainable way, using resources sourced from responsibly managed forests.



This premium paper is designed for everyday office printing, combining reliability with high-quality performance.

Writing on paper also supports more structured thinking, improving focus, helping generate ideas, and reducing constant digital distraction.

Paper is not just a medium, but a tool for clearer thinking.

To-do list

Date: _____

Priority Tasks:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Other Tasks:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Other

Additional Notes:

Daily Planner

Date: _____

7:00		Additional Notes: _____
8:00		_____
9:00		_____
10:00		_____
11:00		_____
12:00		_____
13:00		_____
14:00		_____
15:00		_____
16:00		_____
17:00		_____
18:00		_____
19:00		_____
20:00		_____
21:00		_____
22:00		_____

Did you know?

Forests cover around 70% of Sweden, highlighting the country's long-standing connection to responsible forest management.

Daily Work Prioritisation

Good time management plays a key role in workplace wellbeing. Use the start of each day to create clarity and focus.

STEP 1 – Write today's tasks

List everything you need to complete today:

STEP 2 – Classify your tasks

Assign each task to ONE category:

FOCUS: deep thinking, decision-making, creative work

WORK: meetings, coordination, execution

ROUTINE: emails, administration, quick tasks

Task classification table

Task	Category		
	FOCUS	WORK	ROUTINE

STEP 3 – Today's priorities

Select only what truly matters today: *(If it is more than 3, it is no longer clarity.)*

STEP 4 – Daily check

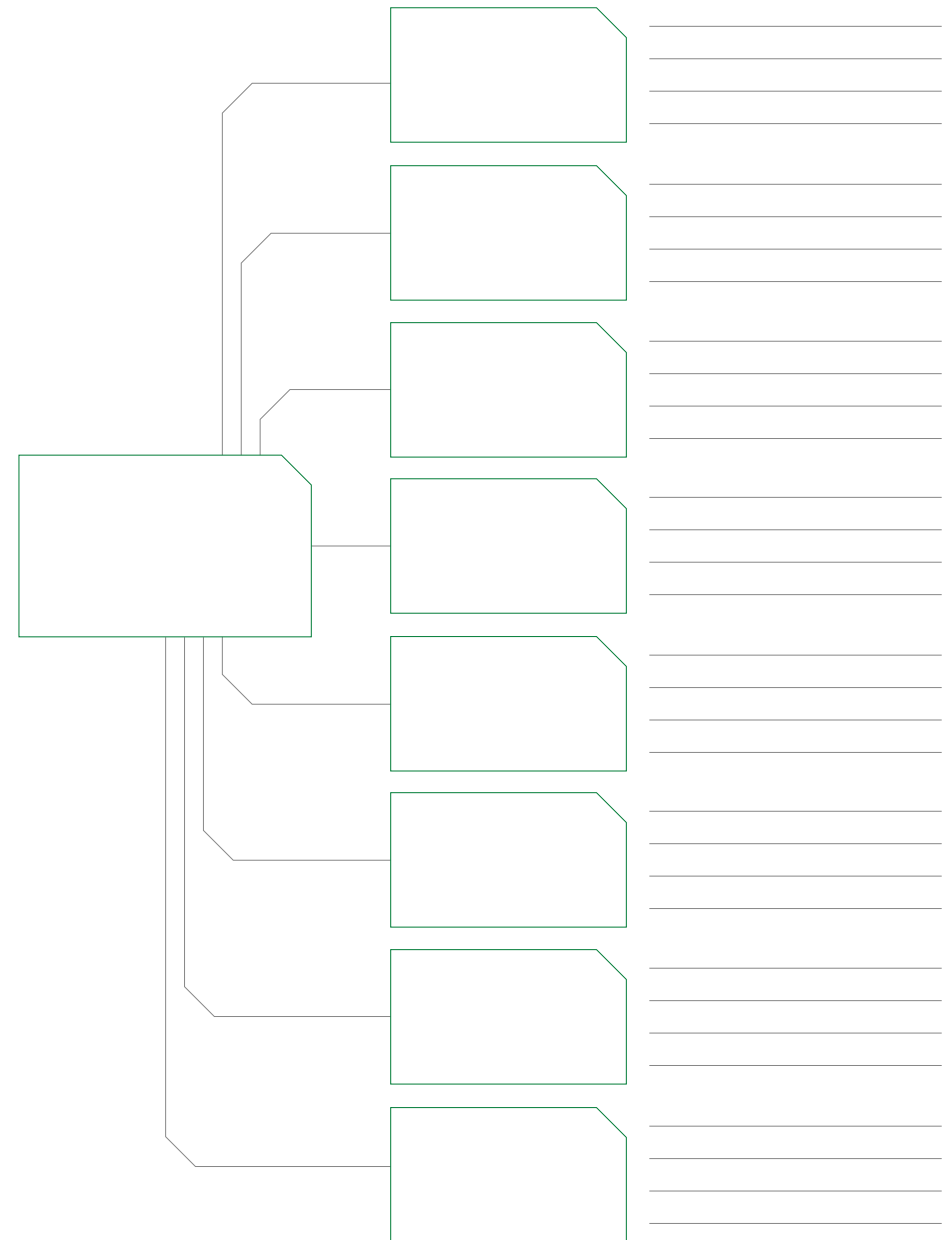
Before starting your day, confirm:

- I know what matters today
- I have reduced overload
- I have separated focus from routine tasks

Mind Map Planner

Project: _____

Date: _____



Ask Better Questions

State your question.

Original question:

Dive into the reason behind the question.

What do you like about this question?

What problem / opportunity are you trying to address?

What have you done so far?

Why is this important to solve?
What is driving you to want to solve this?

What does success look like?

If you were wildly successful at the end, what would the best ideas look like?

How would you reframe the questions?

How do you think the participants would ask this same question?

How would you reframe the questions?

How do you think the participants would ask this same question?

Review your responses above and consider the following:

What questions could we ask that target what we discovered above?

New question(s):

5 wellbeing tips for better breaks

Take a pause from work. Breathe, make tea, read a few pages, or try a short breathing exercise. Breaks are essential to stay focused and productive.



Change your environment

Don't always stay in the same place. Go outside, find a quiet corner, or walk somewhere new. Small changes reset your mind.



Disconnect from screens

Avoid scrolling during breaks. Give your eyes and brain a rest—walk, stretch, or just look away from screens.



Eat well & stay hydrated

Choose simple, healthy snacks and drink enough water throughout the day (around 2L per day).



Get fresh air

Even a few minutes outside improves focus, energy, and mood.



Connect with others

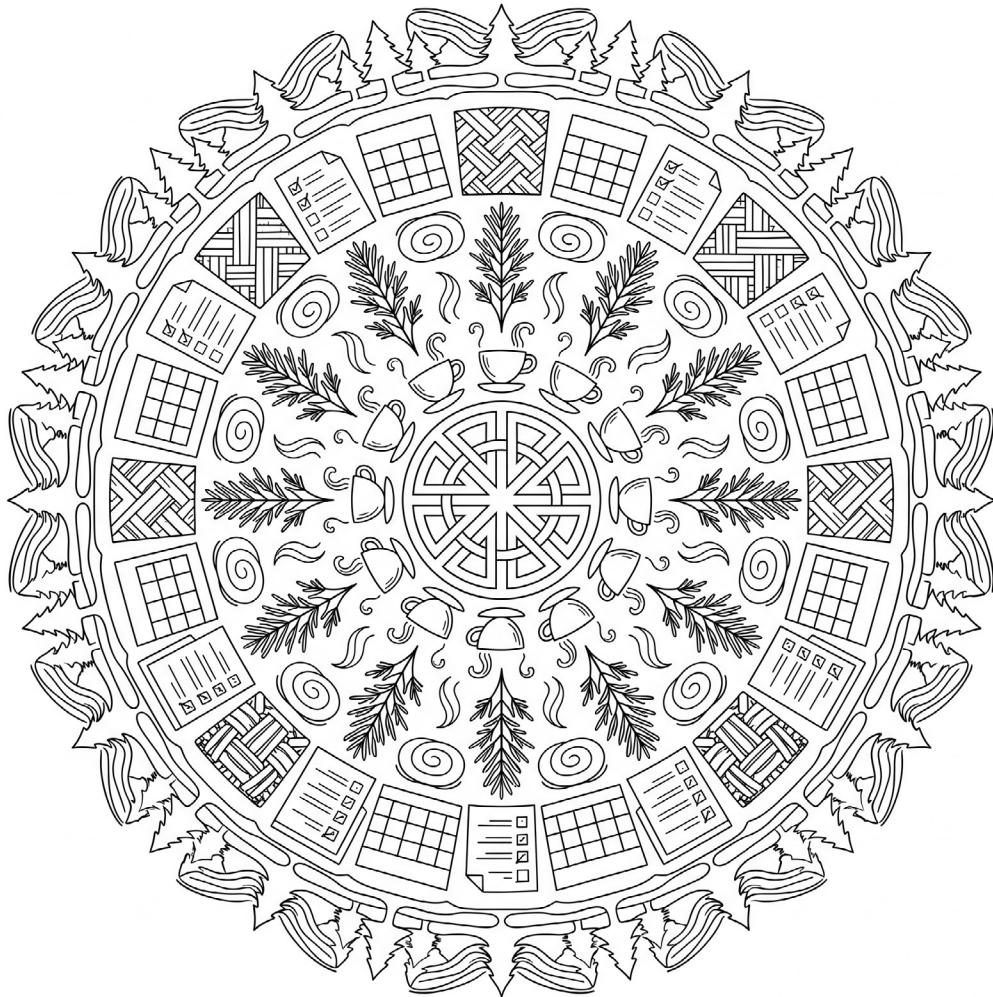
Use your break to talk to colleagues or simply share a moment together, it boosts wellbeing and reduces stress.

Did you know?

Nearly 70% of Sweden is covered by forest, while just 3% is developed land; the remaining landscape is made up of farmland, mountains and wetlands.

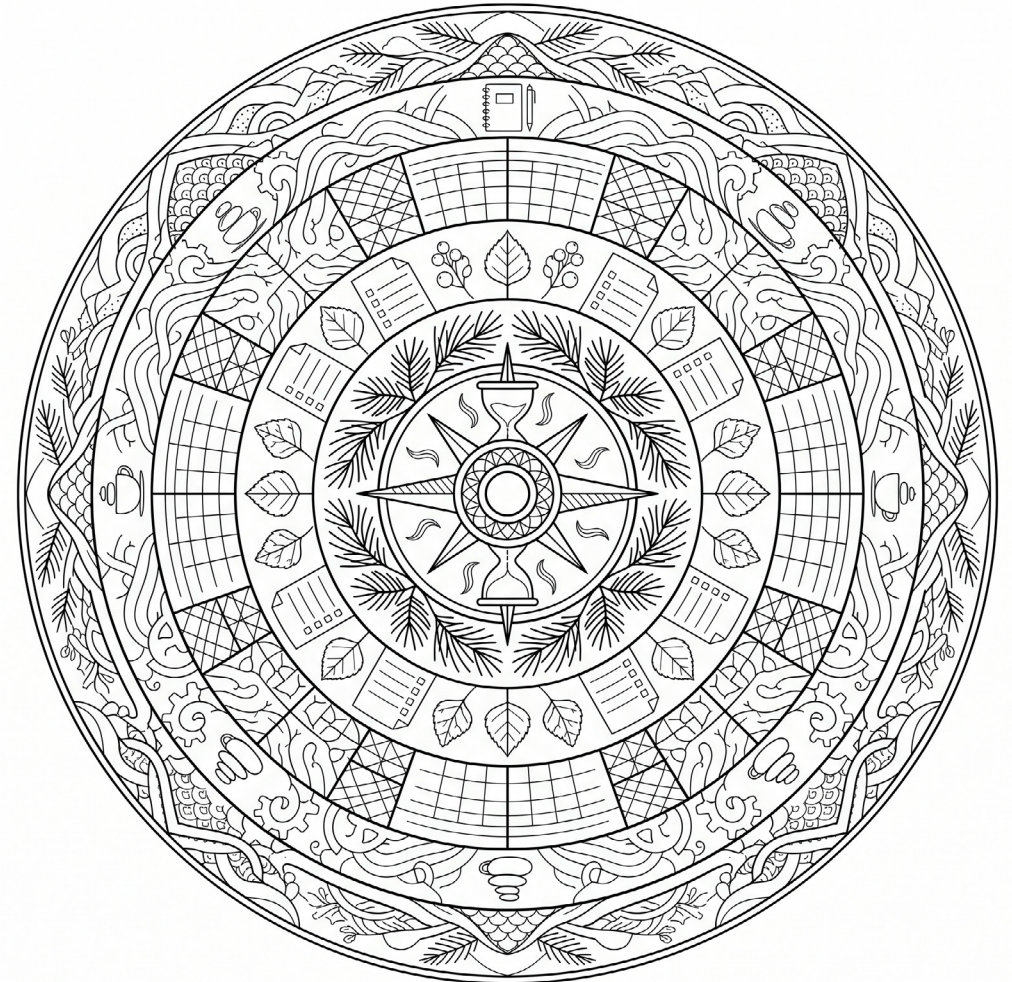
Mandala

A mandala is a circular, repetitive pattern used to focus attention and calm the mind. This tool is designed as a simple way to take a short mental break during the working day—helping reduce tension and reset focus.



Did you know?

Just 20 minutes outdoors, even in a city park, can help lower stress hormones. Taking a screen break and reconnecting with nature gives both body and mind a chance to reset.



Motivational quotes

You are not defined by your busiest days, but by how you respond to your hardest ones.



Growth often feels like discomfort before it feels like progress.



Not every effort shows results immediately, but every effort changes something.



Rest is not a reward for finishing everything; it is part of being able to continue.



Clarity rarely comes before action—it often comes through it.



You don't need to do everything. You need to do what matters.



Did you know?

Sweden's forest industry reflects sustainable progress: over the last century, the country's forest resources have grown to twice their previous size.

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