

What can be done today? 1-3-5  
Rule – 1 big, 3 medium, 5 small



The feeling of accomplishment is vital, break a giant task into chunks. This keeps you focused on your goal and moving forward.



- Be reasonable

- Break into chunks

Delegate

Don't get lost in emails

Delegate smaller tasks to others or technology – set calendar reminders, automatic emails, use



- Set aside a specific time to check
- Use inbox pause to slow emails
- Use an autoreply indicating when you will respond.
- Repeat response? Save a copy in drafts to copy and paste.
- Respond with statements.

Slay your dragons. Tackle the most difficult task first.



Start with the most challenging

Take breaks

- Set Priorities

- Know your productive times

Schedule small breaks throughout the day. Without breaks mental and physical fatigue will hinder effectiveness



Write it all down, list deadlines, reorganize based on deadline and importance, cross or check off when complete. Before you leave for the day set your priorities for the next day – personal and professional.



Tackle your most challenging tasks at your most productive time of the day. Schedule a quick task for the part of the day that drags.

