SILENCE YOUR PHONE
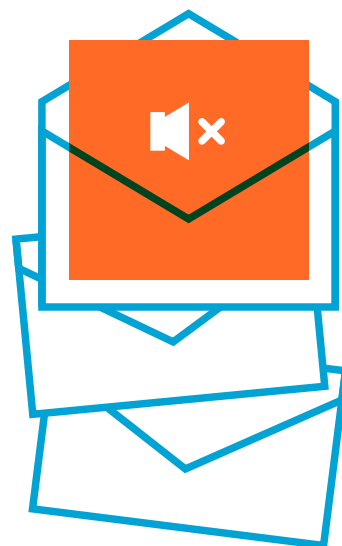
USE STAYFOCUSD
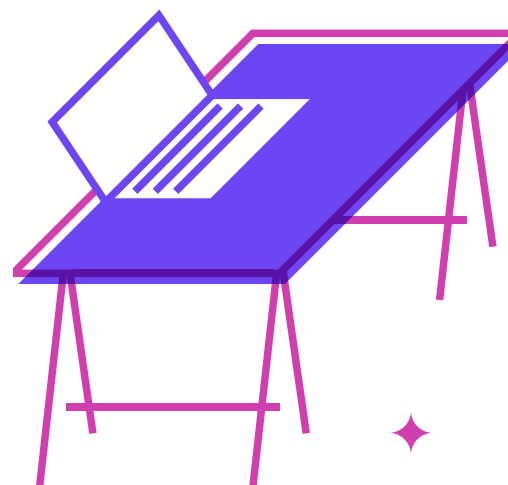TO BLOCK OR RESTRICT TIME-SUCKING SITES

MUTE GMAIL WITH INBOX PAUSE

TIDY YOUR DESK

WRITE DISTRACTIONS DOWN FOR LATER

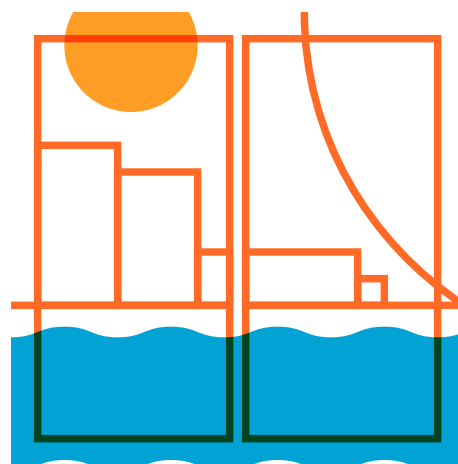## SAVE ARTICLES & VIDEOS TO POCKET

TAKE REGULAR BREAKS
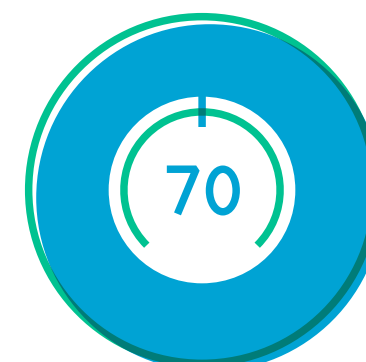
WORK IN A NEW ENVIRONMENT

SIT BY A WINDOW
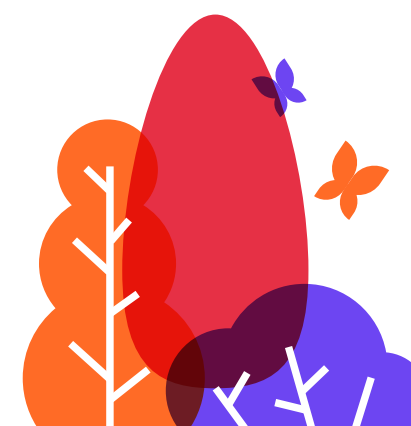
SMELL SOMETHING PLEASANT,
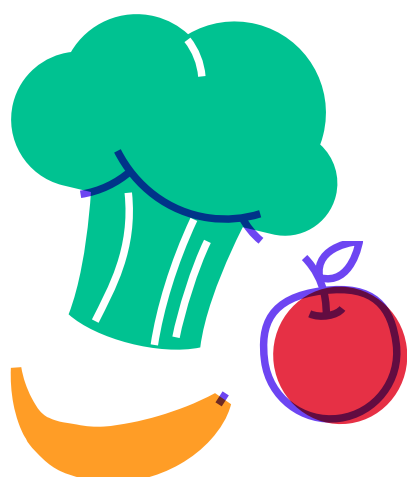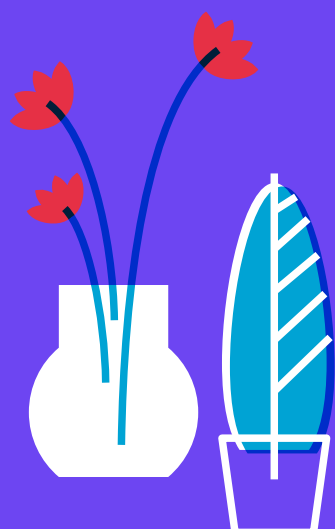LIKE LEMONS OR LAVENDER

SET THE THERMOSTAT FOR 70-75 DEGREES

70

GO FOR A WALK
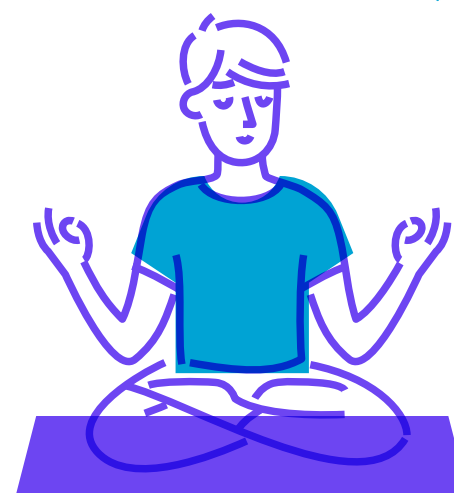
GET PLENTY OF SLEEP, EXERCISE, & HEALTHY FOOD

KEEP A DESK PLANT

LISTEN TO AMBIENT MUSIC
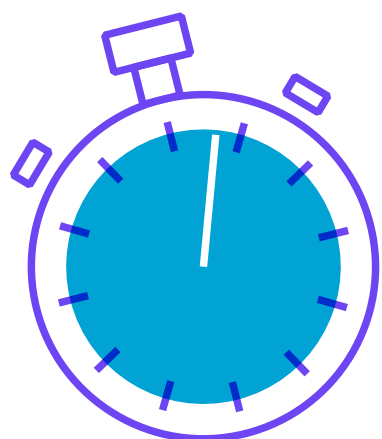
MEDITATE

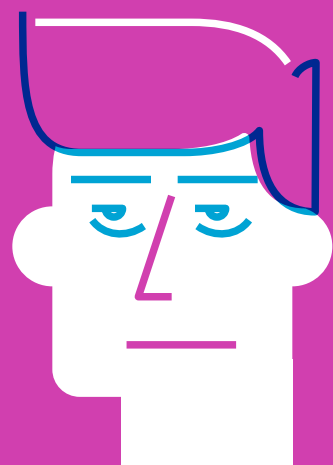## LOOK AT PHOTOS OF NATURE OR CUTE ANIMALS
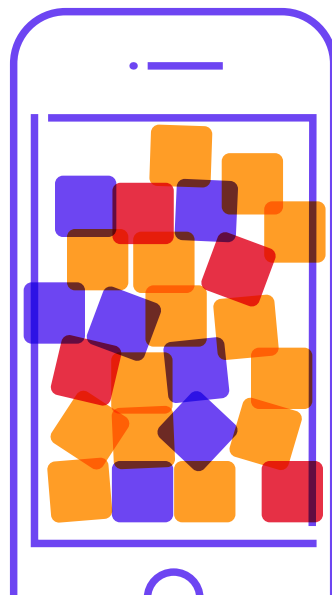
PUT BUTTER IN YOUR COFFEE

SET A 3-MINUTE TIMER TO INDULGE DISTRACTIONS

STOP WORKING OVERTIME

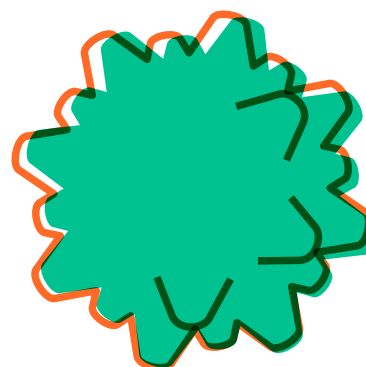**REMOVE "BOTTOMLESS PIT" APPS FROM YOUR HOME SCREEN**
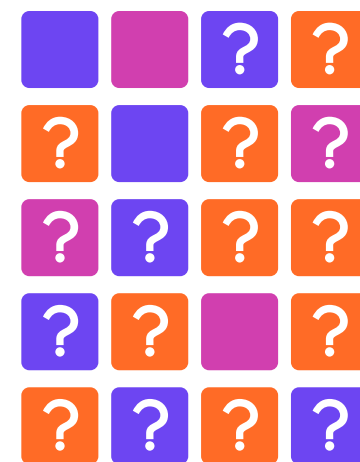
BEAT THE 3 PM SLUMP

BY TACKLING TEDIOUS ADMIN TASKS

USE A FOAM ROLLER OR TENNIS BALL TO GIVE YOURSELF A MASSAGE,

RAISING SEROTONIN LEVELS FOR A BOOST OF WILLPOWER
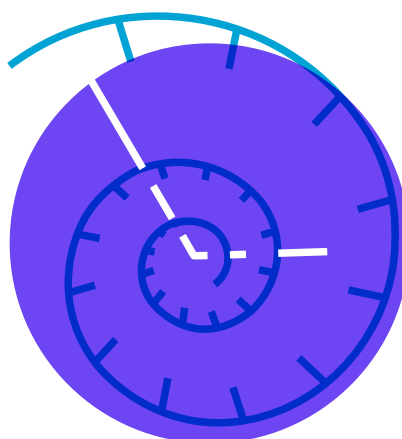
DON'T RECOGNIZE AN APP OR BROWSER EXTENSION?

? ? ? ?

DELETE IT

QUIT MEETINGS, OR KEEP THEM TO 15 MINS

CONFERENCE ROOM

CLOSED

DELEGATE!

TRACK TIME SPENT TO CUT TIME SUCKS
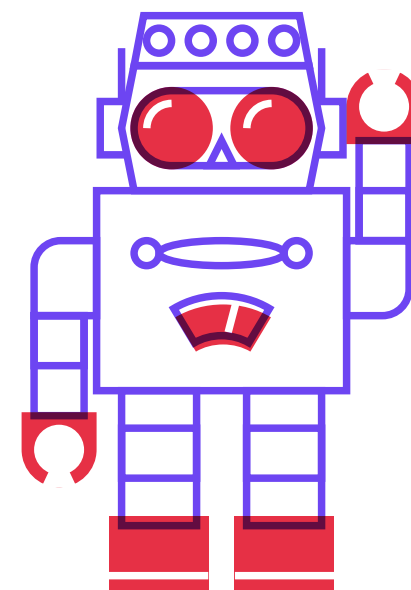
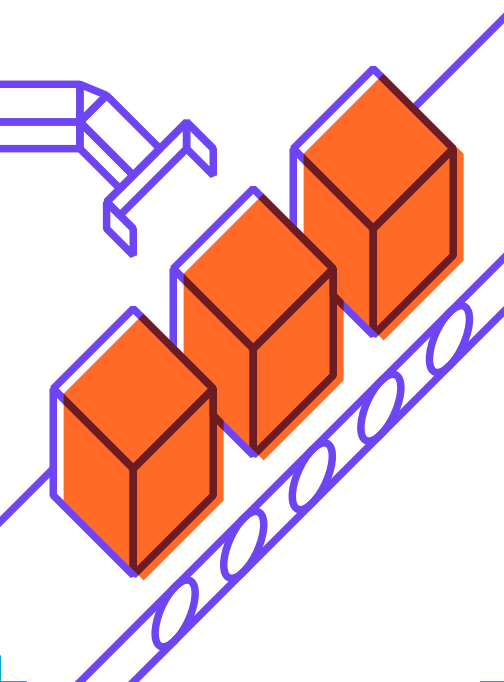**SIMPLIFY YOUR INBOX WITH UNROLL.ME**

QUIT FACEBOOK (PARTIALLY)

BY CHANGING NEWSFEED PREFERENCES TO "ONLY IMPORTANT UPDATES"

AUTOMATE TEDIOUS TASKS

BATCH SIMILAR TASKS

DICTATE NOTES AND EMAIL MESSAGES

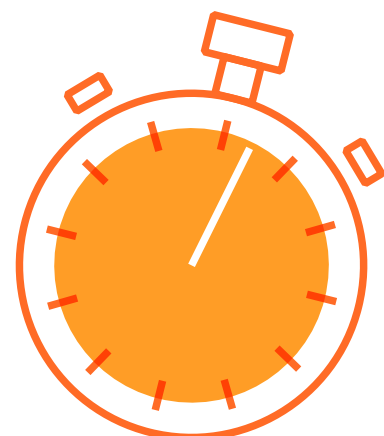**CUT BAD HABITS WITH A "STOP DOING" LIST**

STOP!

STOP MULTITASKING

WRITE TOMORROW'S TO-DO LIST TONIGHT

IF IT TAKES LESS THAN 2 MINUTES, DO IT NOW

IF IT'S NOT CRITICAL, DON'T DO IT PERFECTLY

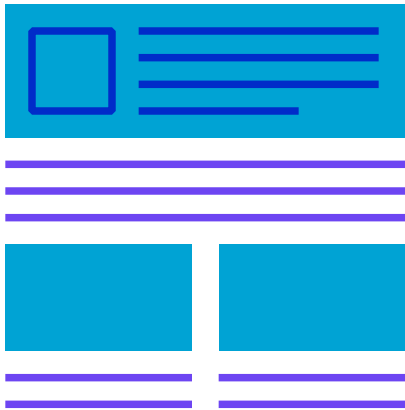## CREATE TIME CHALLENGES

3RD LVL

FOR COMPLETING TASKS & TRY TO BEAT YOUR HIGH SCORE

BANISH CHAIRS TO KEEP MEETINGS SHORT & FOCUSED
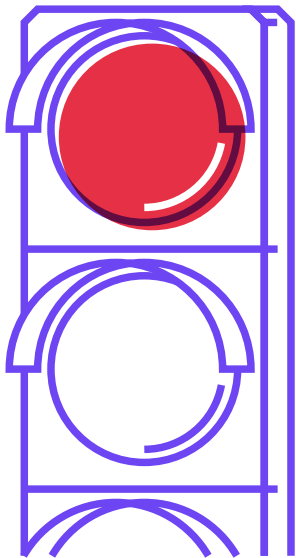
USE TEMPLATES

FOR RECURRING, TASKS, PROJECTS, & EMAILS
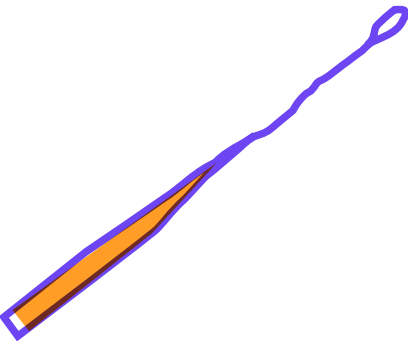
STORE WORK DOCUMENTS IN THE CLOUD

FOR QUICK & EASY ACCESS

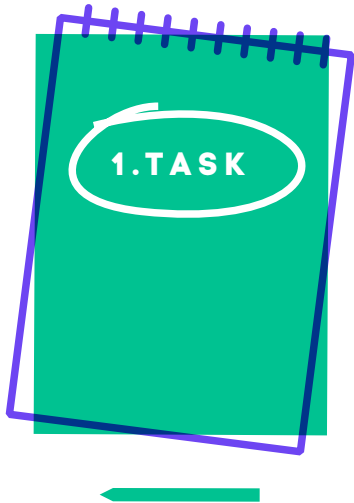## BRAINSTORM NEW IDEAS WHILE STUCK IN TRAFFIC

SORT TASKS BY "MUST, SHOULD, WANT" EVERY DAY

~~BURNOUT~~

WRITE 3 "MOST IMPORTANT" TASKS ON A POST-IT
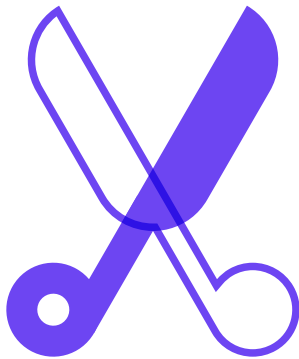
DO YOUR #1 MOST IMPORTANT TASK FIRST

1.TASK

DON'T CHECK YOUR EMAIL

UNTIL YOU'VE WORKED FOR 2 HOURS

"WILL THIS TASK HELP ME REACH A GOAL?"

NO = CUT IT

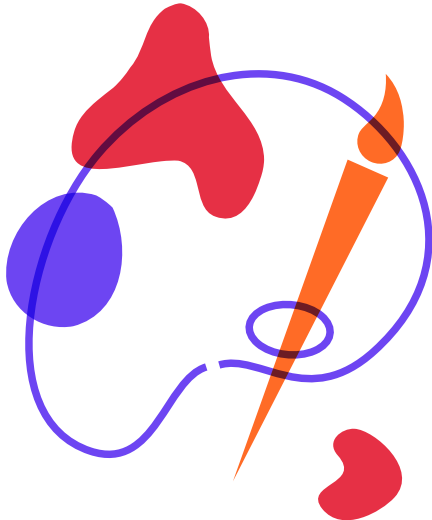## "CAN THIS ONLY BE DONE BY ME? IS IT IMPORTANT?"

TWO NOS = CUT IT

USE STEPHEN COVEY'S PRIORITIZATION MATRIX

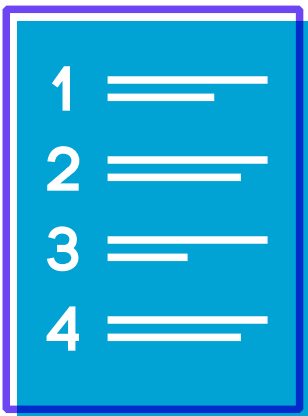| I	II
IMPORTANT, URGENT	IMPORTANT, NOT URGENT
III	IV
URGENT, NOT IMPORTANT	NOT IMPORTANT, NOT URGENT

DO CREATIVE WORK FIRST

"DOES THIS GET ME CLOSER TO MY GOAL? DOES IT MATTER TO MY BOSS? DOES IT MAKE MONEY? DOES IT MAKE MY LIFE EASIER? DOES IT HAVE TO BE DONE TODAY?" SORT TODOS BASED ON # OF YESES
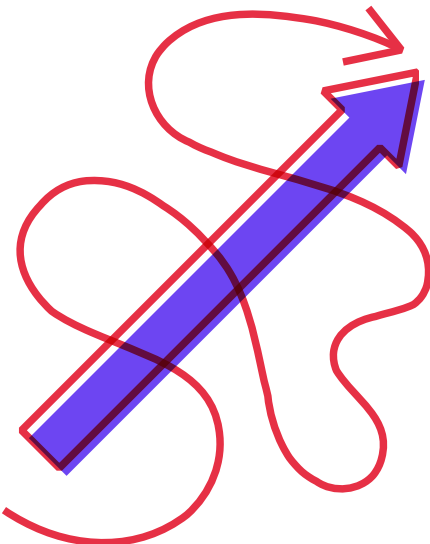
AVOID OVERCOMMITTING BY SAYING "YES, IF…"

PRIORITIZE TASKS BY MOTIVATION LEVEL
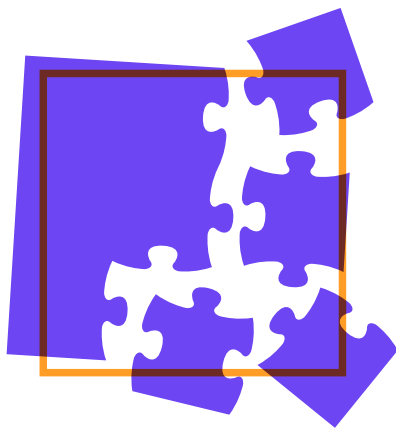
1
2
3
4
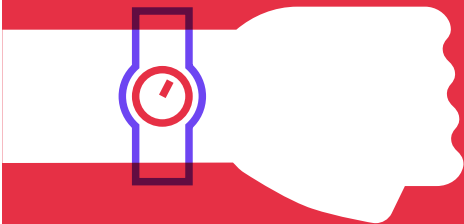
WORK DELIBERATELY, NOT REACTIVELY

ASK YOURSELF: "WHAT WOULD MAKE ME FEEL ACCOMPLISHED AT 5 PM TODAY?"

BREAK BIG TASKS INTO BITE-SIZED PIECES

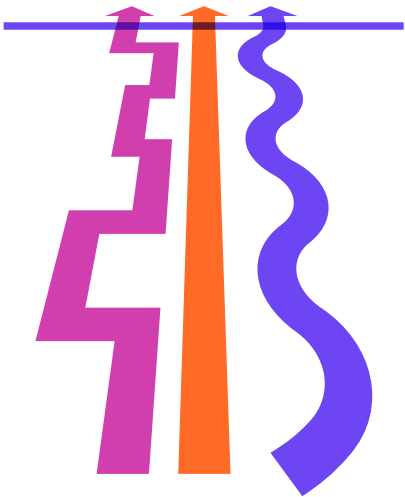WORK ON A DAUNTING TASK

FOR JUST 5 MINUTES

"EAT THE FROG"

START A STICKK.COM PERSONAL CONTRACT
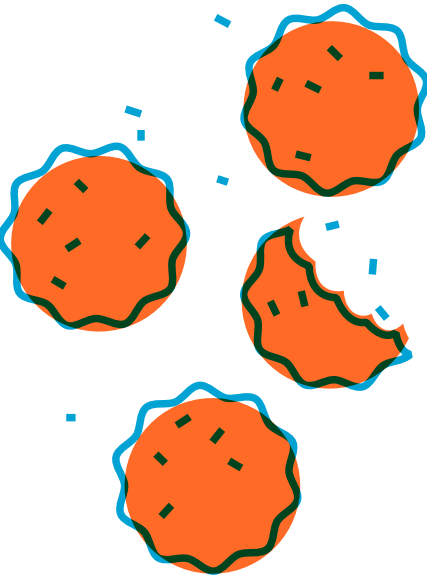
FIND YOUR BIOLOGICAL PRIME TIME

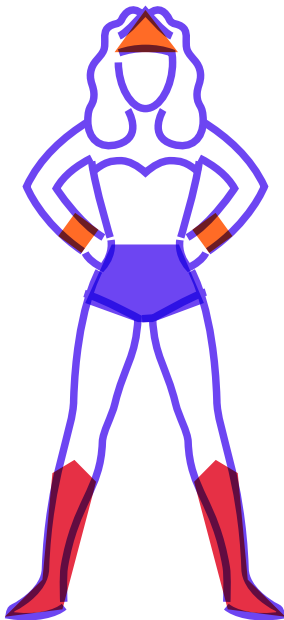MAKE PROGRESS VISIBLE & CELEBRATE SMALL WINS

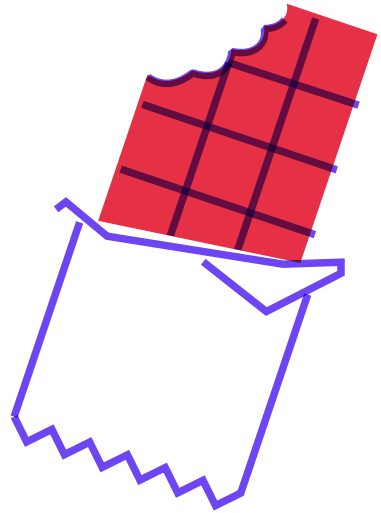"DON'T BREAK THE CHAIN"

BRIBE YOURSELF WITH A REWARD

STRIKE A POWER POSE

KEEP A "DONE" LIST

EAT CHOCOLATE

LAUGH!

STOP MID-TASK SO YOU DON'T HAVE TO ASK, "WHERE DO I START?" TOMORROW
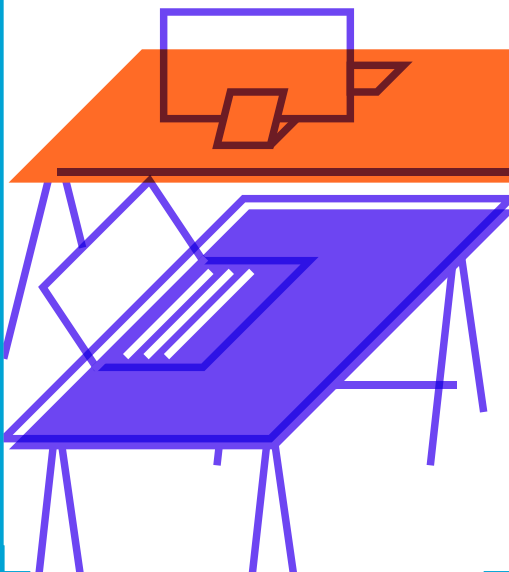
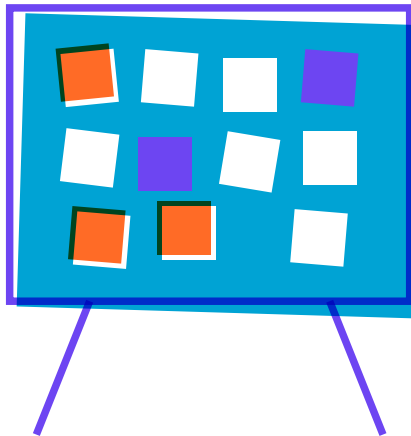WRITE YOUR OWN PERFORMANCE REVIEWS

REFRAME STRESS AS EXCITEMENT

SIT NEXT TO HARDWORKING COLLEAGUES

MAKE YOUR TO-DO LIST PUBLIC

ATTACH EMOTIONS TO TASKS

PITCHING A NEW CLIENT

COMPLETING ANNUAL REPORT

SEND A DAILY THANK-YOU EMAIL TO A TEAMMATE

THANK YOU!

REDEFINE FAILURE TO GET OVER PROJECT PARALYSIS

SUCCESS

FAILURE

TAKE A MOMENT TO FEEL PROUD OF YOUR WORK