Write distractions down for later

Save articles & videos to Pocket

Work in a new environment

Tidy your desk

Write distractions down for later

Silence your phone

Take regular breaks

Sit by a window

Smell something pleasant,

Set the thermostat for 70-75 degrees

Go for a walk

Get plenty of sleep, exercise, & healthy food

Keep a desk plant

Listen to ambient music

Listen to ambient music

Meditate

Look at photos of nature or cute animals

Put butter in your coffee

Use StayFocusd to block or restrict time-sucking sites

Mute Gmail with Inbox Pause

Mute Gmail with Inbox Pause

Mute Gmail with Inbox Pause

Pause Mute Gmail with Inbox Pause

Ti

Ty your desk

Get plenty of sleep, exercise, & healthy food

Put butter in your coffee

Take regular breaks
Set a 3-minute timer to indulge distractions.

Stop working overtime.

Remove “bottomless pit” apps from your home screen.

Beat the 3 PM slump.

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.

If it takes less than 2 minutes, do it now.

Stop working overtime.

Quit meetings, or keep them to 15 mins.

Conference Room Closed

Delegate!

Delegate!

Batch similar tasks.

Dictate notes and email messages.

Cut bad habits with a “Stop Doing” list.

Stop multitasking.

Write tomorrow’s to-do list tonight.

If it takes less than 2 minutes, do it now.

Conference Room Closed

Delegate!

Delegate!

Batch similar tasks.

Dictate notes and email messages.

Cut bad habits with a “Stop Doing” list.

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 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

3rd lvl Banish chairs to keep meetings short & focused

Store work documents in the cloud for quick & easy access

Use templates for recurring, tasks, projects, & emails

Brainstorm new ideas while stuck in traffic

Sort tasks by “Must, Should, Want” every day

Write 3 “most important” tasks on a Post-It

Do your #1 most important task first

Don’t check your email until you’ve worked for 2 hours

“Will this task help me reach a goal?”

“Can this only be done by me? Is it important?”

Burnout

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

Work deliberately, not reactively

Use Stephen Covey’s prioritization matrix
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

Redefine failure to get over project paralysis

Take a moment to feel proud of your work

SUCCESS

FAILURE

Thank you!