

PRIORITIZE!

"We can do anything, but we can't do everything... at least not at the same time. So think of your priorities not in terms of what activities you do, but when you do them. Timing is everything."

- Dan Millman

Getting Productive

- We all like to feel productive. But this often means we do things that are busy rather than effective.
- The result? Nothing really gets done that makes a difference. Genuinely important things get pushed aside until they turn into crises.
- Do you want to reduce stress and feel more on top of things?



How to stop procrastinating

- <https://www.youtube.com/watch?v=Qvcx7Y4caQE>

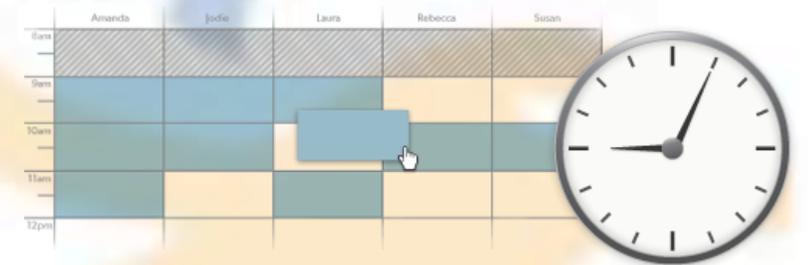
Identify “Urgent” vs. “Important”

- Everything on your list is important, but it all can't be done at once.
- *Start by prioritizing things that are deadline driven*
- Mark tasks as “urgent” which, if not done in the next day, would have serious negative consequences
- Next, look at what remains and order by which carries the highest value or may take longest to complete



Projects

- These consist of anything you consider to be more complex or time consuming than a task
- Do one at a time (as far as possible)
- Choose a “current project” based on urgency
- Work on it **daily** for as long as you can
- Focus on finishing one project before starting the next



RECAP

- MAKE A LIST
- MARK "URGENT" TASKS
- STAY FOCUSED ON TASKS YOU HAVE COMMITTED TO COMPLETING
- *do things as they show up, not when they blow up.*

