1. Unclutter your mind! Improve your ability to FOCUS.

2. Become a “unitasker!” Multitasking takes longer and is less efficient than doing things one at a time.

3. Make the most of your time by using good “Choice Management.”

4. Prioritize! On a daily basis, define your top three “musts” to get done and do them, pronto!
5. Minimize distractions and interruptions!

6. Manage your email so it doesn’t manage you. Block email time on your calendar.
   
   Frequency: ________________________
   Duration: ________________________


8. Don’t live in your inbox! Turn off email notifiers!
   
   □ I commit to turning off email notifiers for one week!

9. **TAKE ACTION!**
   
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