

5 Ways to Simplify Your Work Days



1. BRAIN DUMP

Make a list of all the things you need to do, people you need to call, emails to send, appointments to schedule and projects to plan. Get it all down in one place.



2. TIDY

Clean off your desk.
Close your browsers.
Make room to focus.



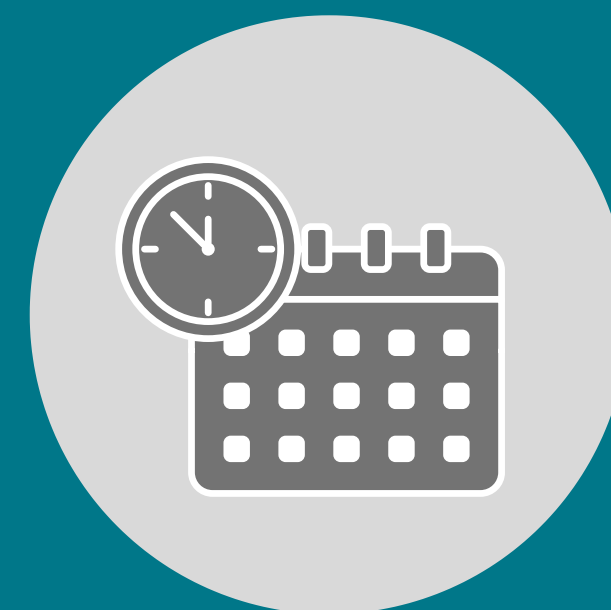
3. IDENTIFY PRIORITIES

Review your list of To Do's and identify your top five priorities, in order of importance.



4. IDENTIFY NEXT ACTION

For each of those priorities, identify the next step you need to take to advance that priority.



5. TIME BLOCK

Schedule time in your calendar for each of those five priorities. Then work **ONLY** on the task you identified for that time, and remove all the other distractions.