

CREATE 30 MORE MINUTES EACH DAY

Top Traits of the Greats

ADD DEADLINES TO ANY REQUEST YOU MAKE

"Please send the information by (time) and (date).

Negotiate if needed.



SELECT TWO GOALS THE DAY BEFORE

Select the top two most important duties for the next day. Calendarize.

Do those actions FIRST.

BATCH E-MAILS

Avoid mental switching.

Check e-mail in morning, and afternoon.



URGENT VS. IMPORTANT

Urgent is not always important. Important duties are the diamonds.

Discipline yourself to know the difference.

"EXECHO
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DOUG.MORSE@EXECHO.COM

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