

Messy and massive to-do lists

Keep a short, clear to-do list of no more than three MIPs (Most Important Priorities) for the day. All other tasks can be jotted into a notebook or on your phone or whatever your system is. Just keep that list out of sight until your MIPs are done. This helps you stay focused and go through the day with a sense of purpose.

• 02



Saying “yes” to everything

You can't make everyone happy and your job description does not require you to always say yes. If you simply don't have the time to lead that meeting, write that letter, or give that interview—just be honest and say you can't do it. (Your short, focused to-do list helps you know what to say “no” to.)

• 03

Email

The average employee checks email 36 times an hour.¹ Most of us can't just ignore email and leave people hanging. But we can turn off notifications and limit checking email to certain times of the day.

¹ Source: Inc.com • 01



Multitasking

Multitasking doesn't work. Stop trying. You will be more efficient and produce better quality work if you focus on one thing at a time. Don't believe it? Take this two-minute test— plannedgiving.com/stop-multitasking

• 04



Procrastinating

Do the hardest thing first. Otherwise it's too easy to waste time finding ways to avoid unpleasant tasks—not to mention the emotional energy we waste worrying about it. Better to just get the tough stuff out of the way.

• 05



Social Media

We spend on average 142 minutes per day on social networks and messaging.² Reclaim some or all of those minutes by using the iPhone's built-in Screen Time app (or something similar) to monitor and limit your time on social media

• 06

² Source: Global Web Index Flagship Report 2018