



Focused Note

How to work

"Success
It's what
you get a
moment
before

-Dwayne



Take Notes

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D F



Process Your Notes





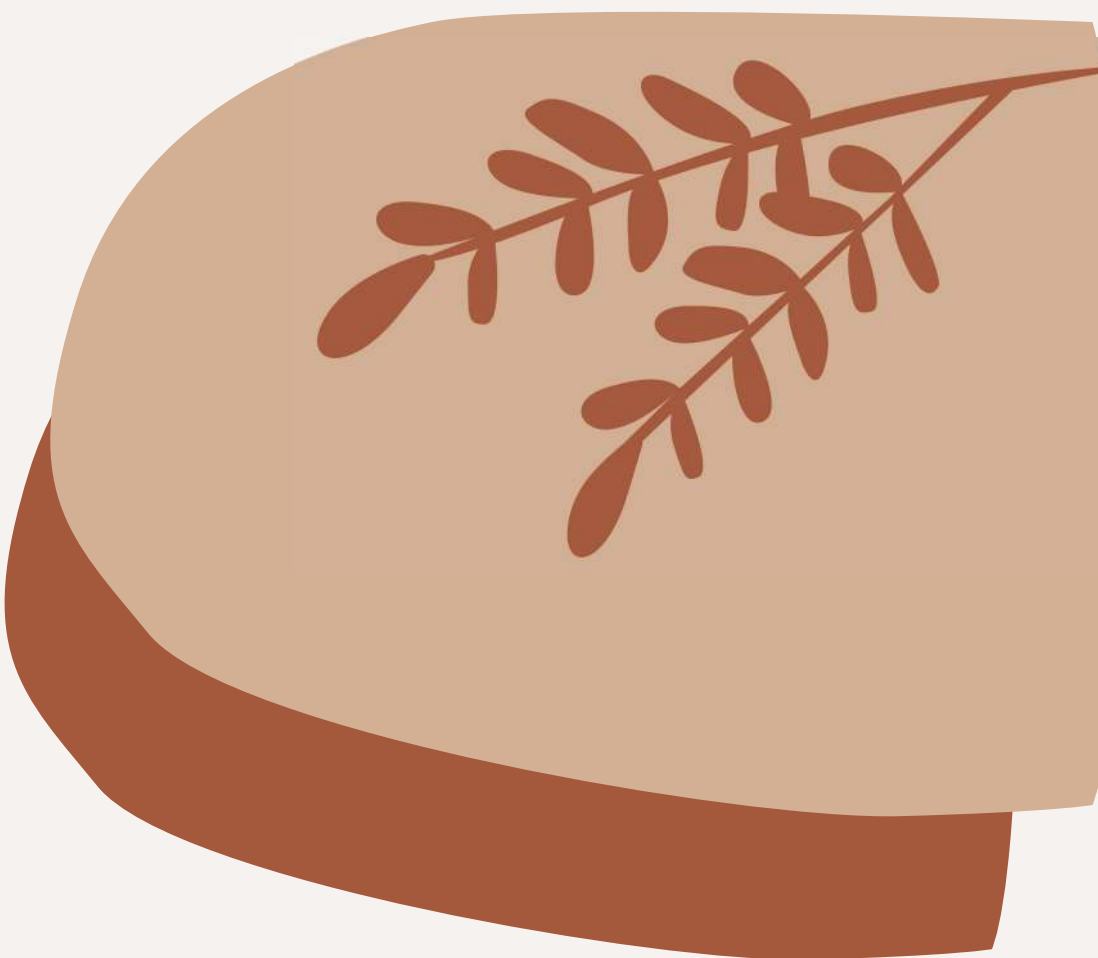


If something
continues to not
work, change your
approach.

Work smarter,
not harder...



WM





Some ways to work

Stay organized

- Use a planner
- Keep your area clean
- Keep your to-do list short
focus on 3-5 important items
then move on to less important

Establish a routine closing routine

- Start your mornings the same way: a short walk, stretching, reading a book, meditation, etc.
- At the end of the day, make a list of the things you want to do the next day.

Block your

Whether it's for self care
block off times where you
so you can focus and get
require self-d

Respond

Respond to people in a timely manner. When someone comes to you with a question, try to take care of it as quickly as possible. If the task is immediately important, do list it as a priority.

Measure your

By keeping a planner and
items off your list, you
accomplish in a day and
remain motivated and
accomplish

Improve communication

Misunderstandings and
lot of time and will distr
daily goals. Clear comm
time and help to keep st

Take a break

Every 90 minutes or so, your brain needs to recharge. This way, you can stay focused during the times you're working.

As

- "Wo

