

Video 2: 4 Steps to getting more done in less time

Reflect on Previous Video

In the previous video, we Managed Distraction through:

1. Time Blocking
2. Setting a Timer
3. Communicating to your people

1

What did you learn & apply from the previous video?

2

How did the tools for Managing Distraction work for you? What is the *payoff* for using them?

Notes on New Video:

Problem: Where to start?

Not all tasks on your list are equal. Move the most important things to the top of your list and ignore the others for now. Write the most important things down here. Notice we said, “most important”, which is not usually the tasks that bark the loudest.

Solution: Ruthless Prioritization

Of that list, what are the most important things that *get you to your ultimate goal* quickest?

Think BIG, but focus on ONE THING at a time. What is your ONE THING? Why is it important that you get this ONE THING done? What is the *payoff*? Now, do your ONE THING first.

➤ Recap

Ruthless Prioritization through:

1. Move most important (not “urgent”) tasks to the top of your list
2. Identify your ONE THING
3. Do it first.