

# Three Crucial Strategies

## 1. Touch it once.

- When you sit down to work on a task, you must finish what you start.
- While this rule is immediately applicable to email, it expands to any task you set out to complete.

## 2. Use lists and folders.

- Utilize folders to categorize your tasks and improve the efficiency of your work.
- Start by organizing your inbox with folders, but don't stop there. Files and folders can help in many areas of your work.
- While folders help make your work more efficient, lists help narrow your focus.
- Before you go to sleep each night, write down three things you want to accomplish the next day.
- Have another list of the three things you need to do to keep your business rolling.

## 3. Clear the calculator.

- Focus leads to progress, and to focus, you need to operate from a clean slate—you need to “clear the calculator.”
- Avoid multitasking if you can. Write the task you're currently working on at the top of a piece of paper. Once done, cross it off and write down your next task at hand.

# Time Management Strategies

*Now that you understand the three time management strategies we've discussed, it's time to put them into action.*

## 1. Touch it once.

List work tasks that you "touch" multiple times before completing, and that would benefit from the touch it once rule. No problem if nothing comes immediately to mind. Take some time to think about it.

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**TAKE ACTION WORKSHEET:  
TIME MANAGEMENT STRATEGIES**

**2. Use lists and folders.**

List potential folders you could file your emails in.

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Aside from email, where else could you categorize information to make your work more efficient?

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## TAKE ACTION WORKSHEET: TIME MANAGEMENT STRATEGIES

Every night, write on a piece of paper the three things you want to accomplish the next day. Use this as your first one.

1. ....

2. ....

3. ....

Make another list of the three things you need to do to move your business forward.

1. ....

2. ....

3. ....

**TAKE ACTION WORKSHEET:  
TIME MANAGEMENT STRATEGIES**

**3. Clear the calculator.**

Use this page to keep yourself accountable and avoid multitasking. Write down your current task. Once finished, check "done" or cross it off, and repeat with your next task.

<b>CURRENT TASK</b>	<b>DONE</b>
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
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