

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.