

10 Time Strategies to Gain Control Over Time and Profits

Your Action Step for Symptom #4 “Unable to Stay Focused” – Strategy 6:

Yesterday’s action strategy session gave you a tool to prioritize your three most important things to do.

Use today’s action to get focused on getting them finished

A countdown timer! My favorite tool to use to get more done.

Working on a project... set the timer for 15 or 30 or 45 minutes and stay 100% focused on the task at hand. Turn the phone and email off. Do nothing expect that task while your time counts down. Stop when it goes off. You'll be surprised at what you can accomplish during your day.

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More Done in Half The Time**

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