

Work **SMARTER,** Not **HARDER**

1

Solo-task:

You'll get more done than when you split your attention.



2

Delegate:

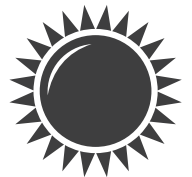
You can't do everything. Ask for help.



3

Do hard tasks first:

Many people feel more focused in the morning.



4

Take a break:

Step away when you lose focus on your task and come back refreshed.



5

Do a good job, not a perfect one:

Trying to be perfect is not only impossible, it can lead to procrastination and too much attention to unimportant details.



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