

Tip 4 – Be Selective about your Energy

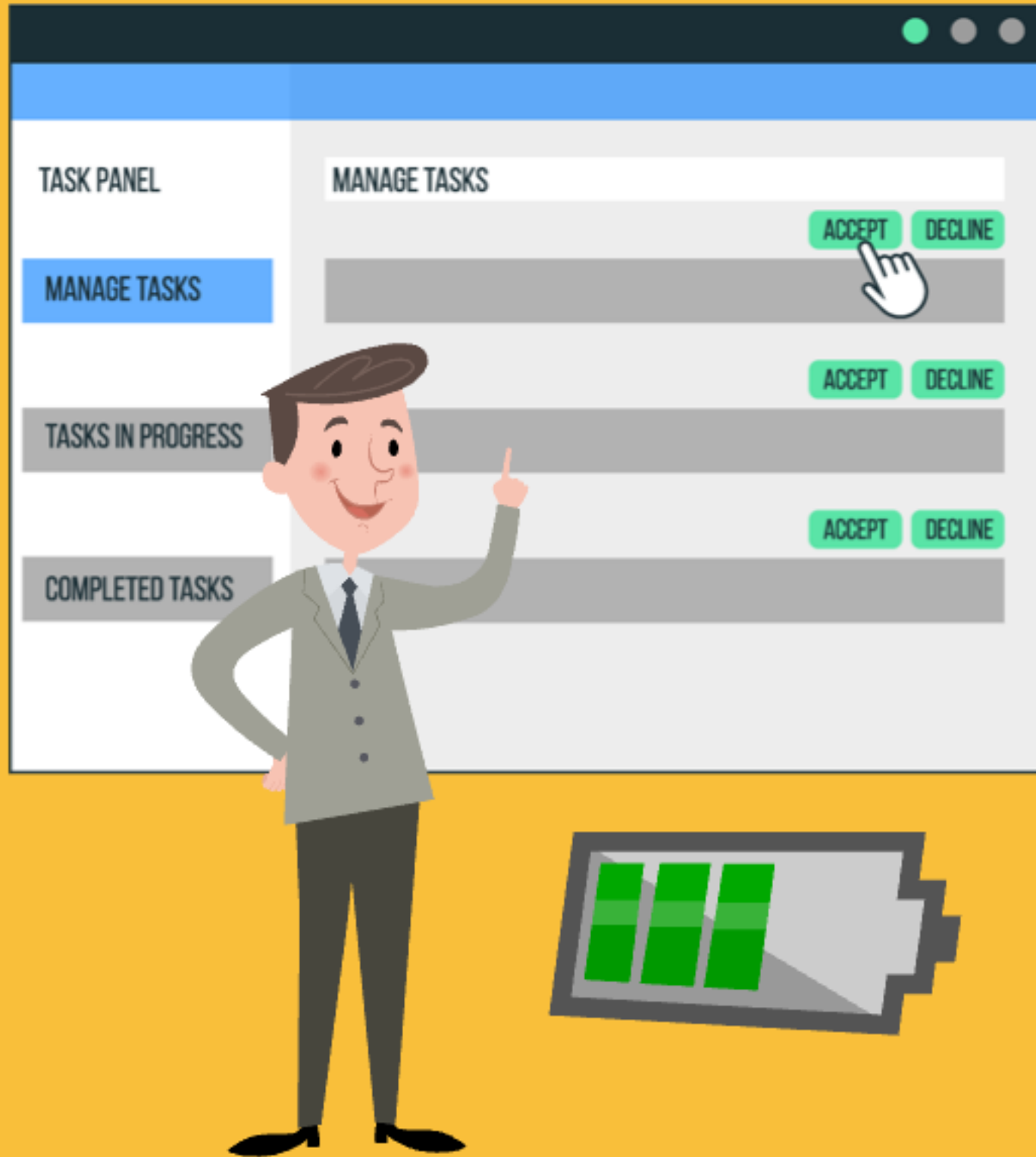




- **Be selective and careful about the way you spend your time**



- **Know which tasks only you can take care of, and which would be better off getting completed by others**



- **Being selective about your energy will help you by**

Increasing your Focus at Work



- **Reserve your focus for specific tasks relevant to work**

Increasing your Focus at Home



- **Shift your entire mental energy to your family or activities on your off-hours**



- **To be the most productive you can be, you must thoroughly enjoy your free time, as well**

In Summary

● Tip 4 – Be Selective about your Energy

1. Increasing your Focus at Work
2. Increasing your Focus at Home