Tuesdays with Udemy - Digest #2

Reflective Question

"

What do I want my days to "look" like?

"

Resources

Cheat Sheet:
LifeLabs Learning: Productivity & Prioritization: Toolbox

Read:
David Allen: Getting Things Done

Key Takeaways 🔑

💡 Create an intentional space for work - physically and mentally.

💡 Map out tasks through "to-do" or "to-think" lists.

3...2...1... Action! 🎬

✅ Time Block: Schedule time to complete tasks that will take longer than 2 minutes.

✅ Goalden Hour: Do your most important work when you're most productive.

🔗 August 8, 2023: Time Management