

	Measurable, Achievable,
	active listening: Focus the other person is saying seek
	to understand perspective Practice
	yourself consider their
	ities grow. Use to decisions: Gather
	and analyze it to decisions.
	with to achieve goals and their
	technology to productive: tools like task
	managers
	to learn grow. to Gather
	make informed decisions. Collaborate
	to common their
	strengths. Use to like
	managers
	your the important day
	complete thing the
	tasks be down
	steps. Set your
	goals are
	ities to make decisions: data
	and analyze to
	Work others to common goals
	Use to be Use task
	to grow. to
	it make
	with others common goals and their
	Use technology to productive: tools like

	Use the Principle: Focus 20% of yield 80% Eisenhower Matrix: importance.
	breaks help focus
	Achievable, and Time-bound.
	Focus what the person
	their before responding. Practice
	Put yourself in shoes others
	positive self-talk: yourself
	Take
	day to focus and present the
	moment. Learn books, workshops,
	seek out opportun
	ities to learn data to data
	analyze it to make decisions.
	Work with others to achieve common their
	technology productive: Use tools
	positive self-talk: yourself positive
	a
	each your and present
	continuously: Read
	seek
	and motivate with
	and
	moments each breath and present
	continuously: attend
	seek opportun

	d Use Principle: Focus on the tasks
	yield 80% of results. Apply
	based on their
	breaks: and
	d Principle: Focus tasks
	will yield 80% of the results.
	urgency and
	focus burnout.
	motivations. the on the 20% tasks
	the the Eisenhower Matrix:
	their urgency and Take
	breaks: Regular focus prevent
	your Identify most important for
	and complete it thing morning. big tasks:
	tasks be overwhelming, them
	more
	are
	to data decisions: Gather
	and decisions. effectively:
	Work with to
	strengths. Use technology to like task
	ities to learn Use data make data
	to make Collaborate effectively:
	Work with common
	technology to be Use task

	the most important task
	complete it morning.
	Large tasks be them
	smaller, Set SMART goals: your
	goals
	tasks: Identify important for the day
	complete first in morning. Break down
	Large can be so break them down
	more manageable Set SMART goals: Ensure
	are
	d Principle: Focus
	that will the Matrix:
	tasks based urgency and
	breaks: focus and
	Use
	positive and positive
	affirmations. mindfulness: Take a
	to breath and be
	Learn Read workshops,
	with positive
	self-talk Practice mindfulness: Take
	moments each to focus your breath the
	Learn Read books,
	tasks: Identify important day
	it thing in big
	can
	manageable your