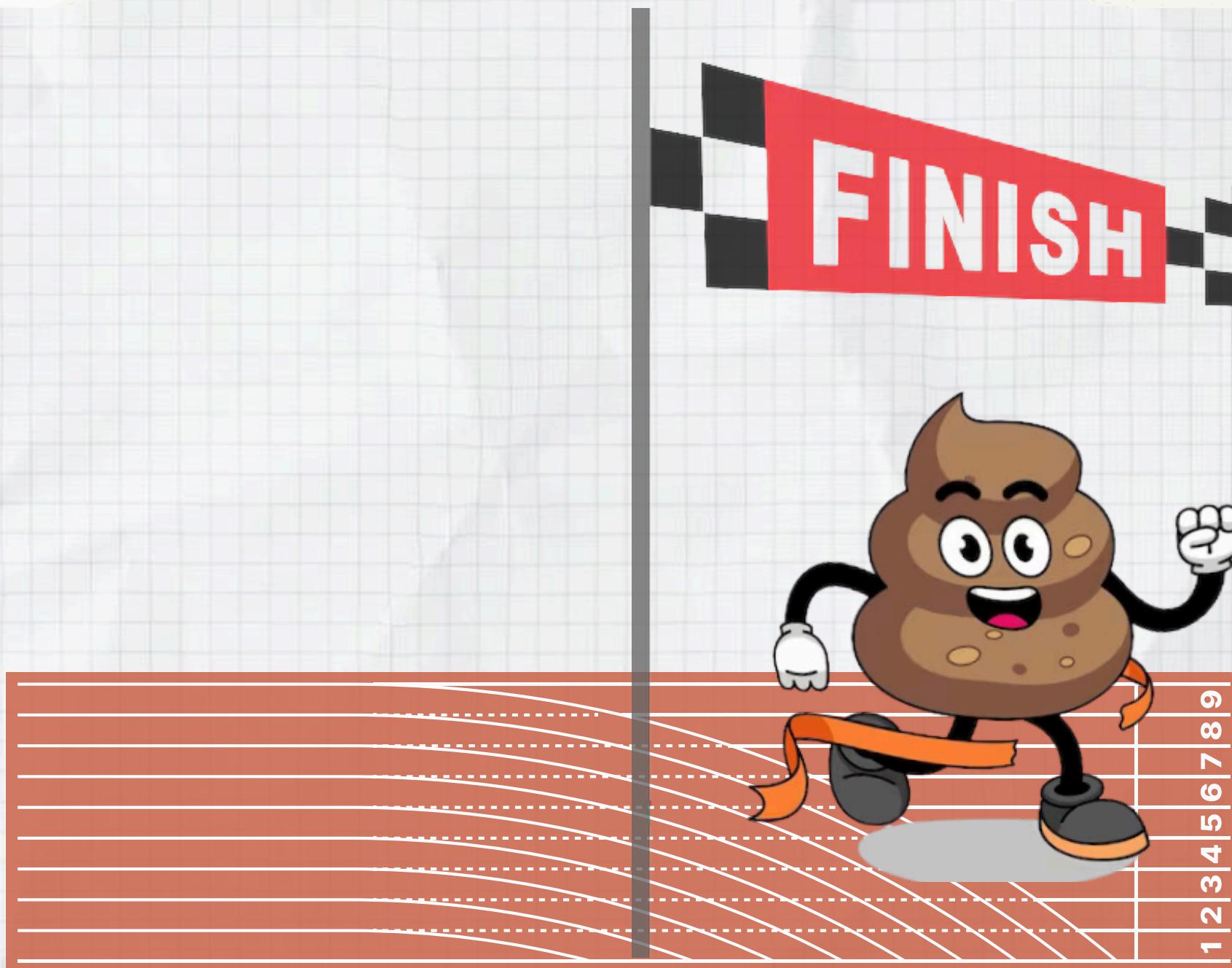


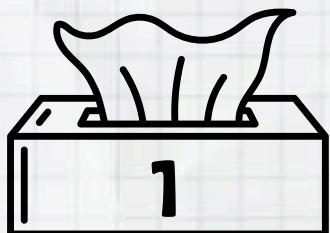
ESSENTIAL GUIDE FOR GETTING SH*T DONE:



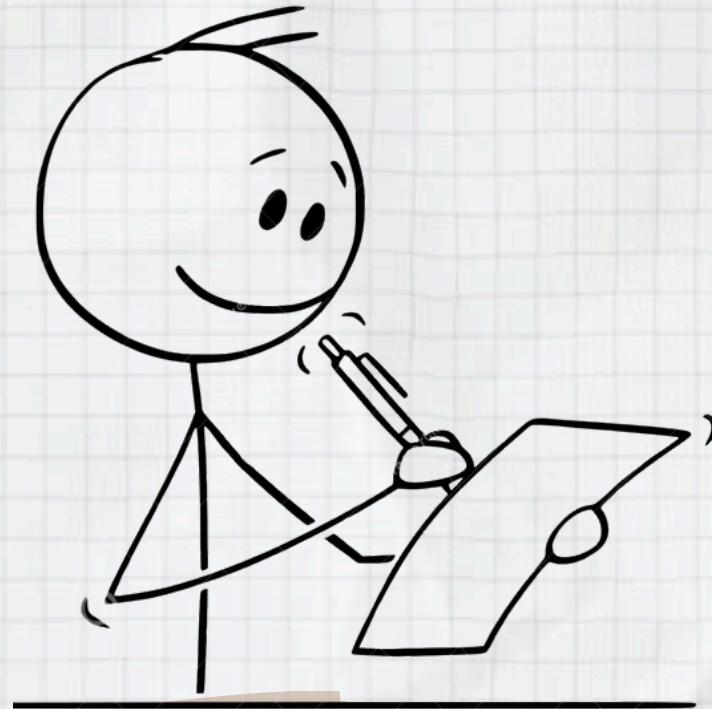
By Ford Coleman



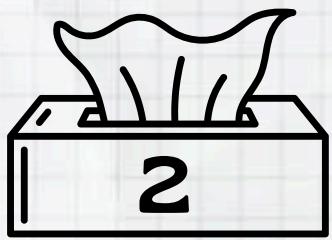
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PRIORITIZE RUTHLESSLY



- Focus on the most important tasks first.
- Say no to things that don't help your goals.

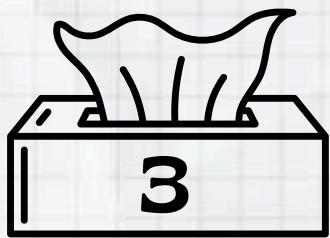


BREAK IT DOWN

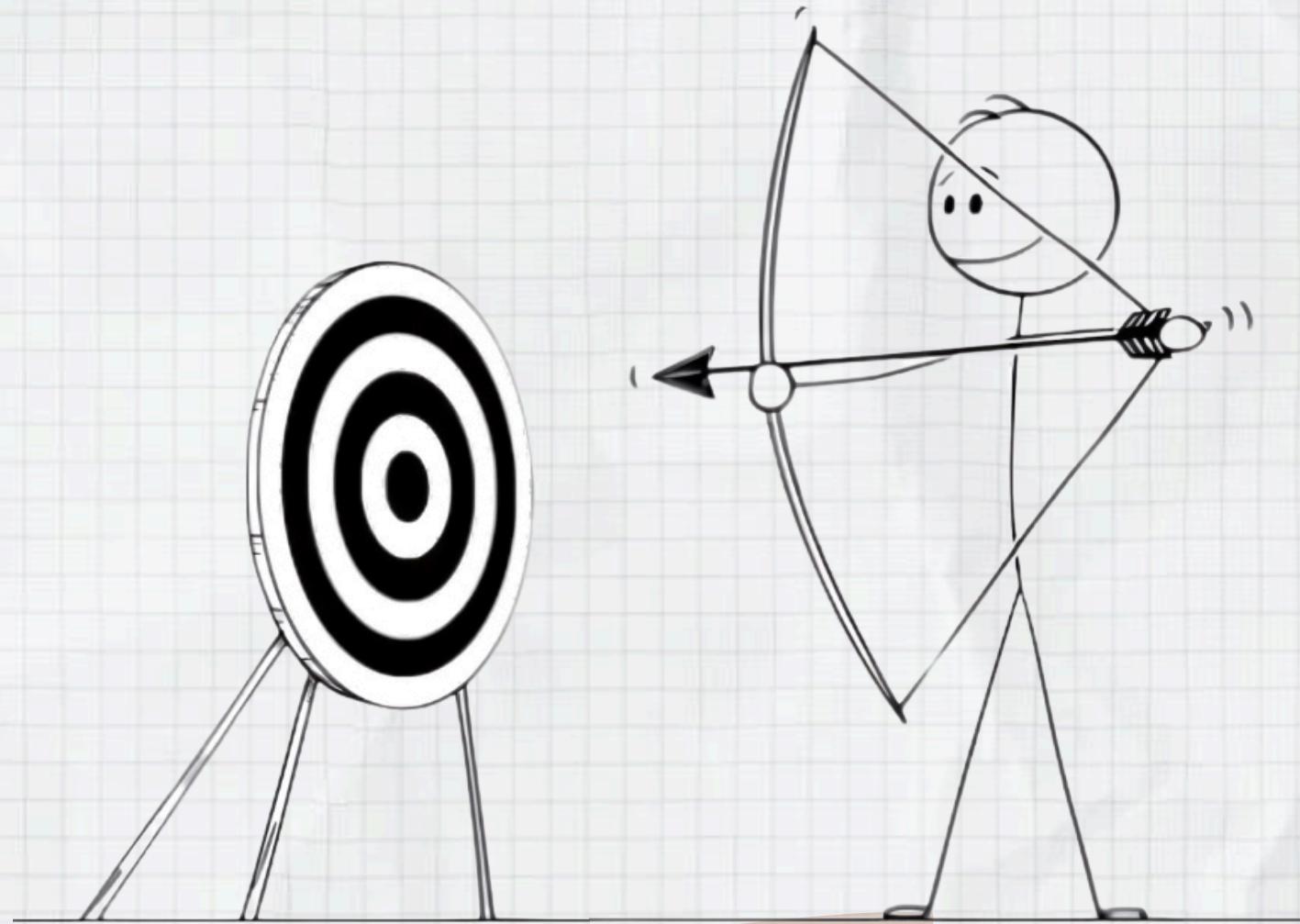


- Divide big tasks into smaller steps.
- Handle one step at a time to avoid stress.

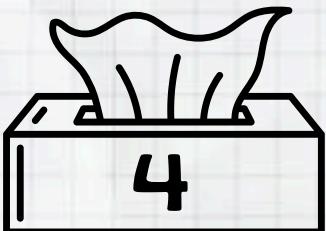




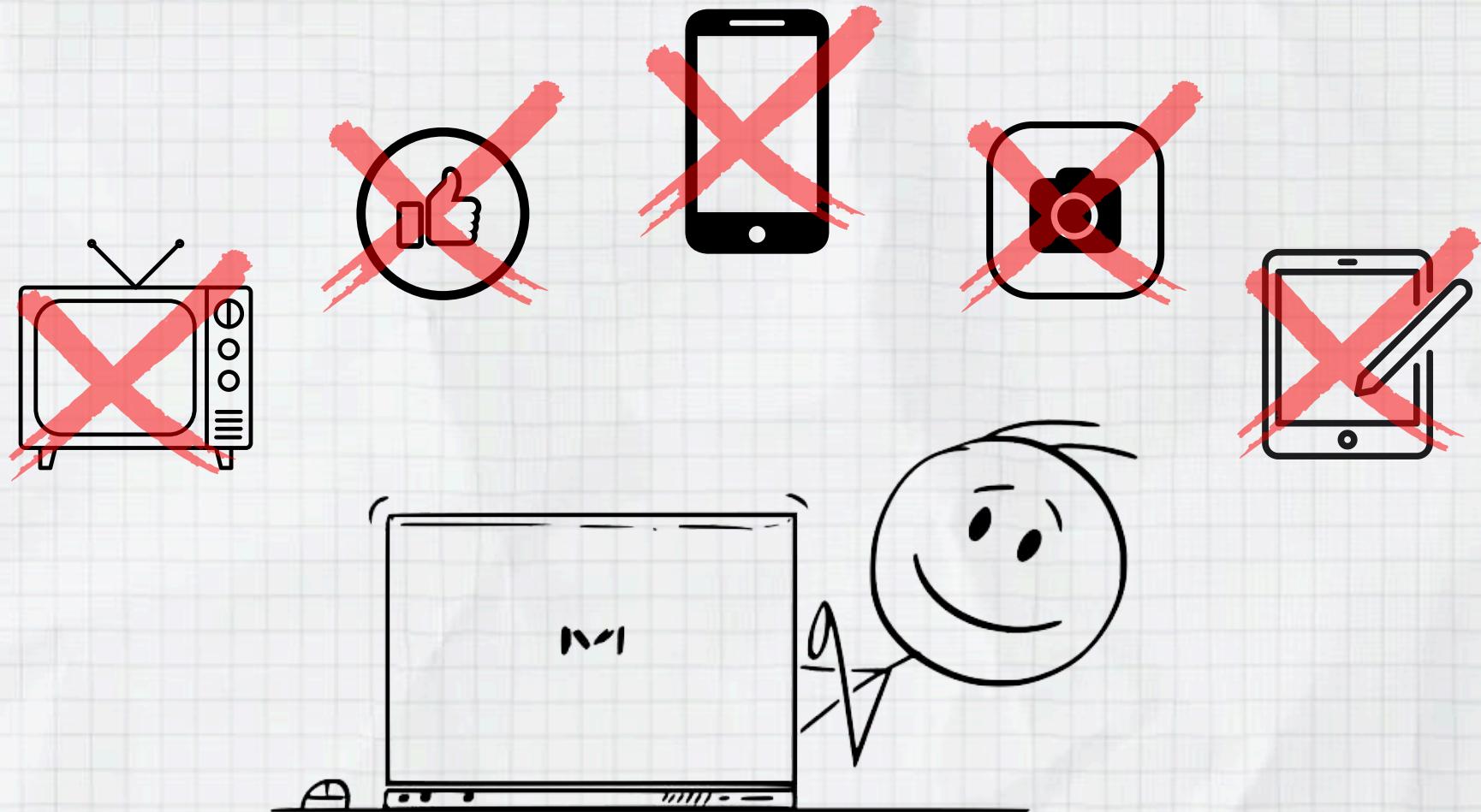
SET CLEAR GOALS



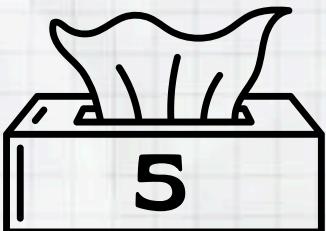
- Make goals specific and have deadlines.
- Write them down to keep yourself accountable.



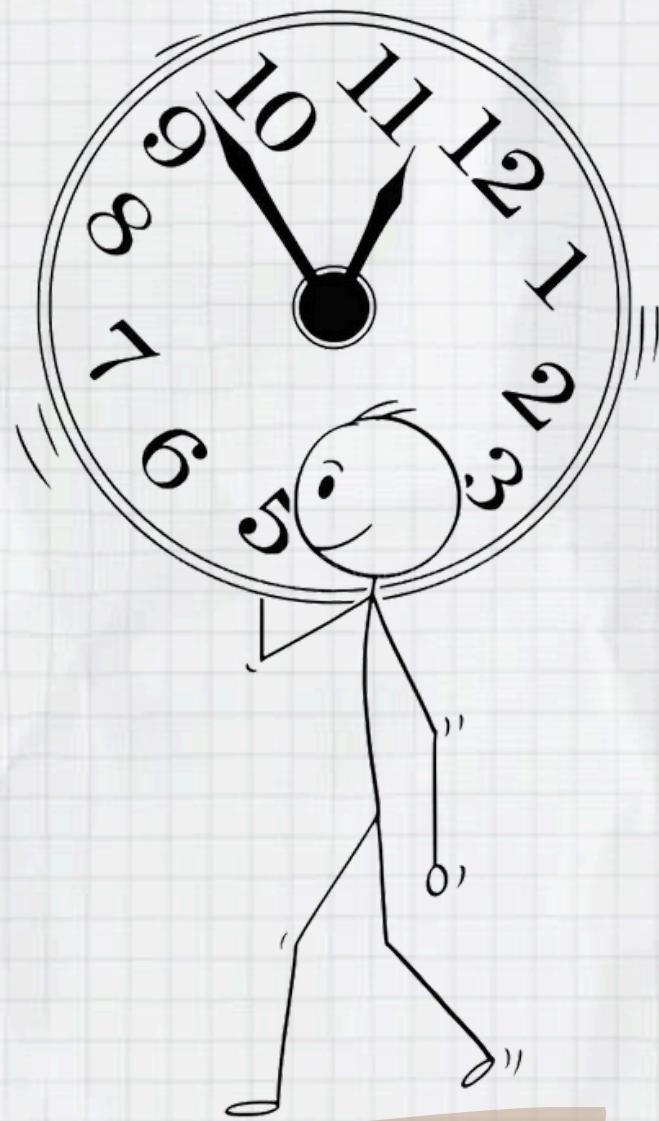
MINIMIZE DISTRACTIONS



- Use tools to block out interruptions.
- Work in a space without distractions.

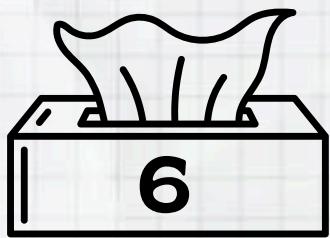


TIME BLOCK YOUR DAY

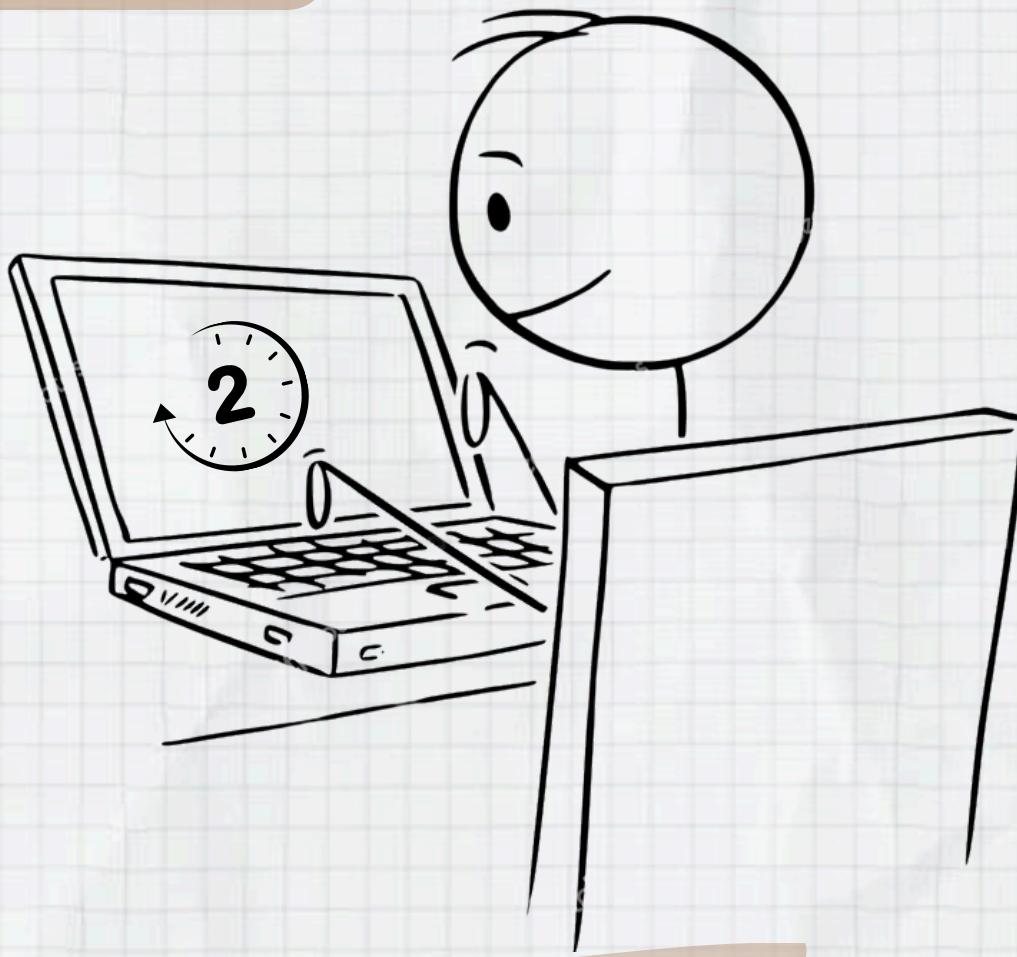


- Plan your day with time slots for tasks.
- Follow the schedule to stay productive.

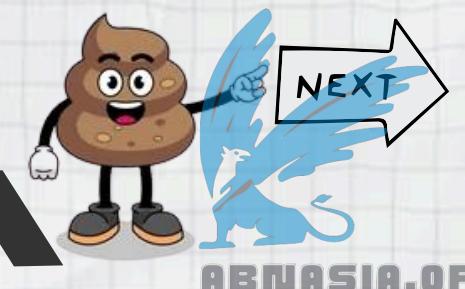


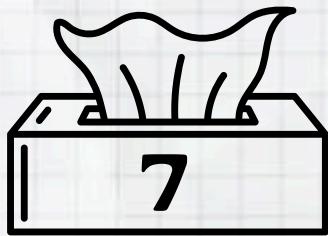


USE THE TWO-MINUTE RULE

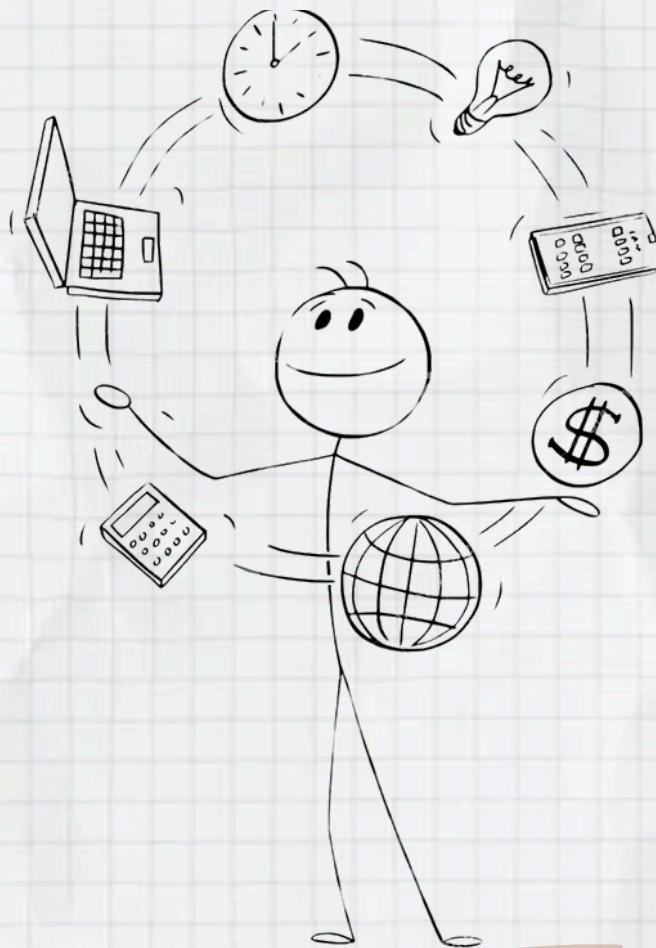


- Clear small tasks to keep momentum.
- Do any task that takes less than two minutes right away.

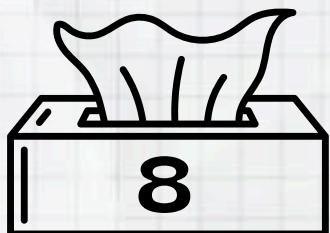




LEVERAGE TOOLS AND TECHNOLOGY



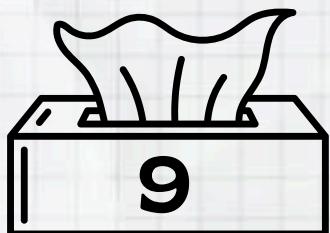
- Use apps and lists to stay organized.
- Automate simple tasks to save time.



PRACTICE SELF-DISCIPLINE



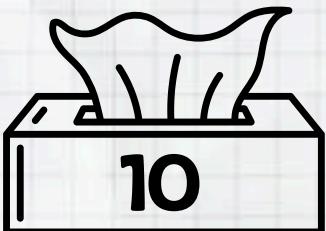
- Automate simple tasks to save time.
- Stick to your tasks even when you don't feel like it.



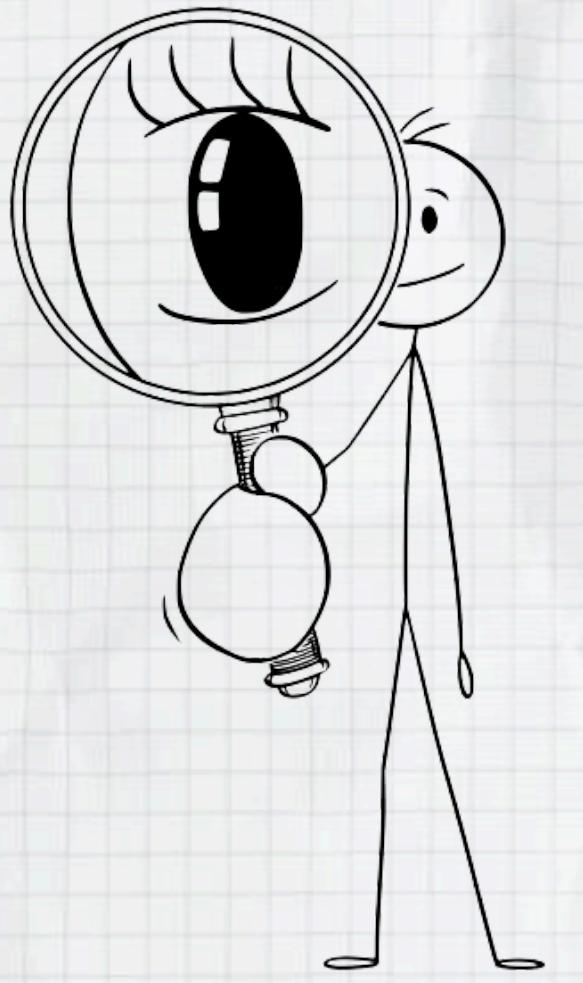
TAKE REGULAR BREAKS



- Balance work with rest to keep energy high.
- Schedule short breaks to rest and recharge.



REFLECT AND ADJUST



- Review what works and what doesn't.
- Make changes to improve and keep moving forward.

