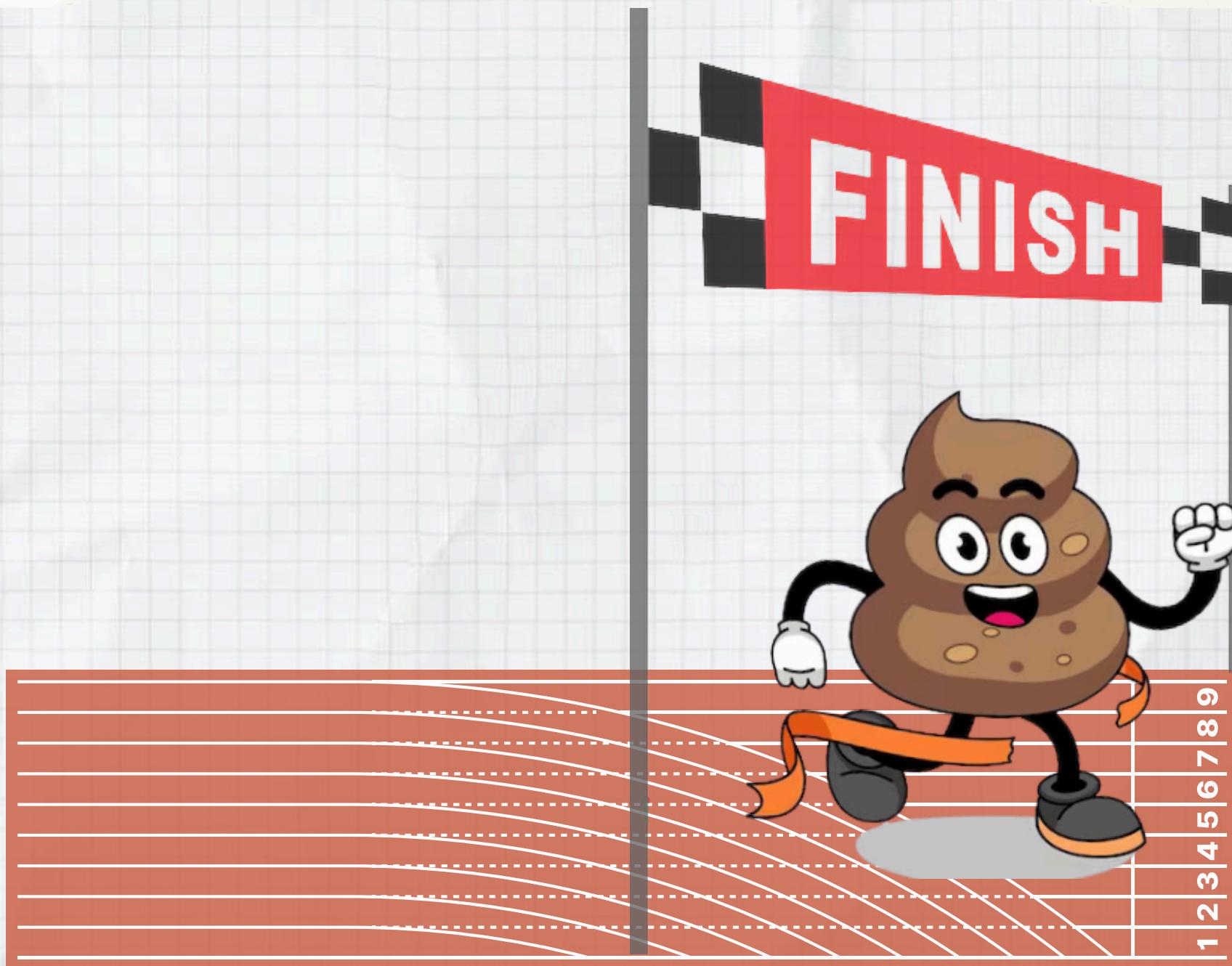
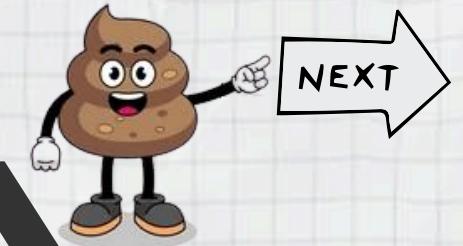
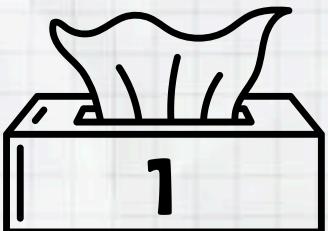


ESSENTIAL GUIDE FOR GETTING SH*T DONE:

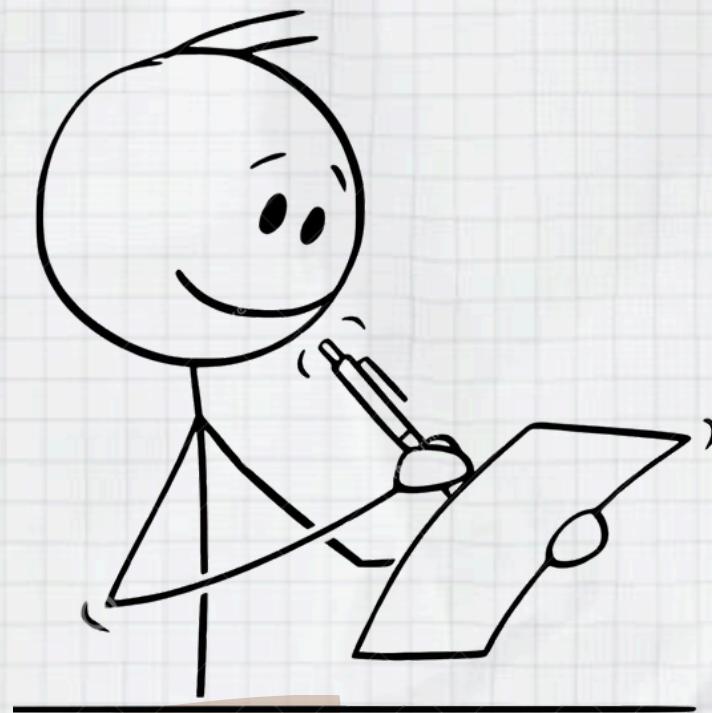


By Ford Coleman

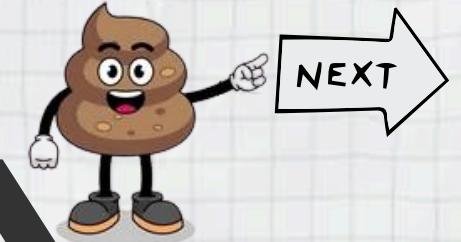


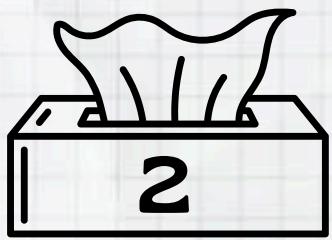


PRIORITIZE RUTHLESSLY



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

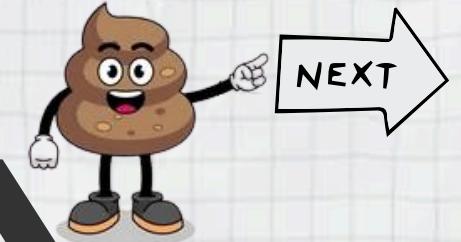


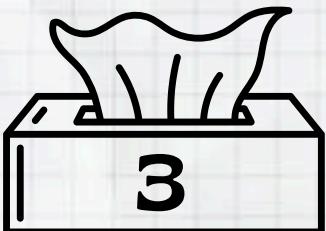


BREAK IT DOWN

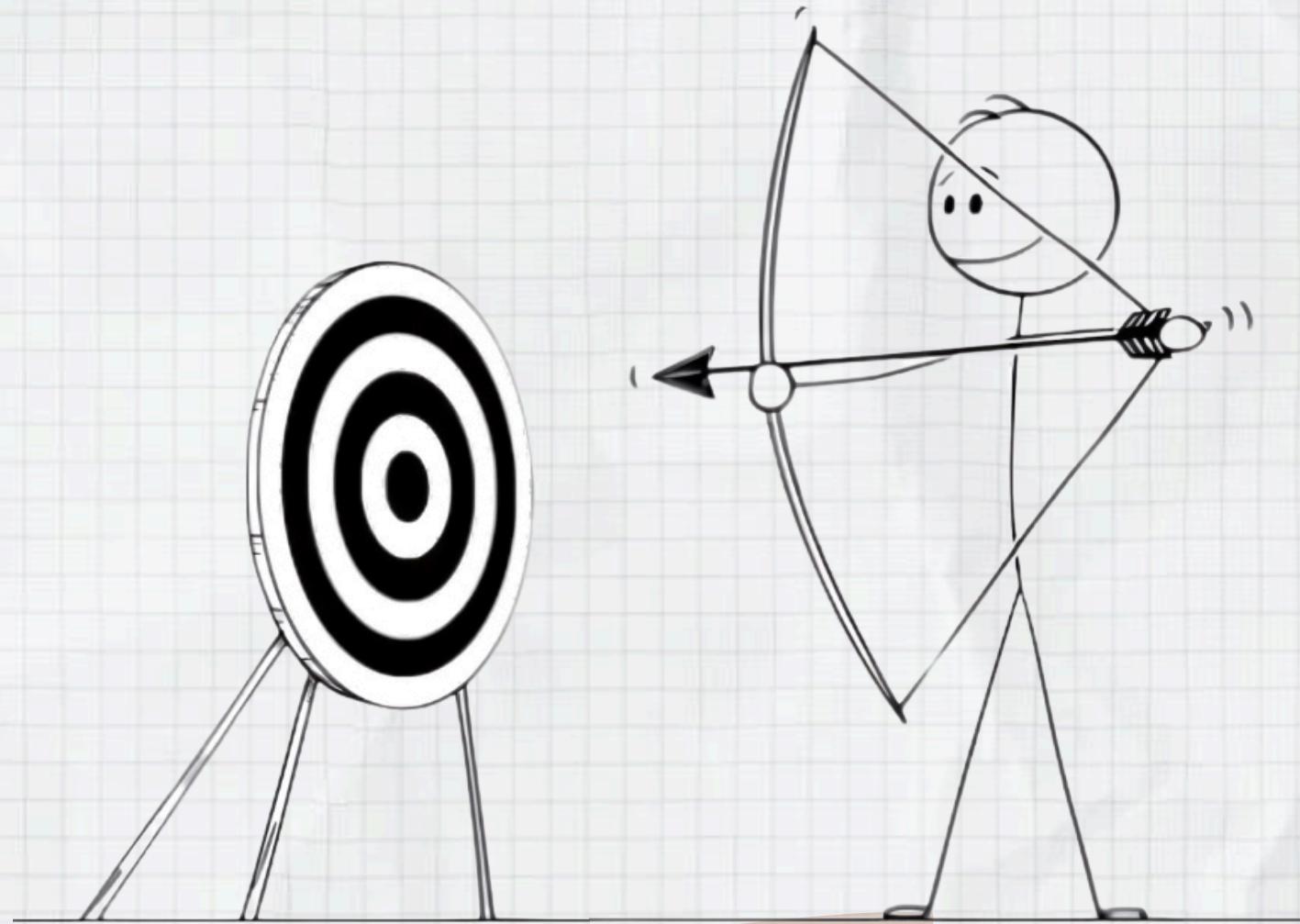


- Divide big tasks into smaller steps.
- Handle one step at a time to avoid stress.

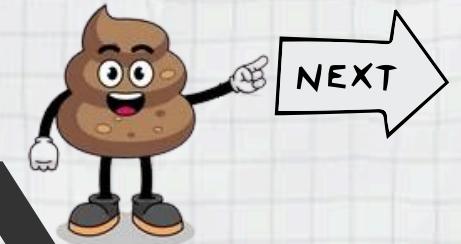


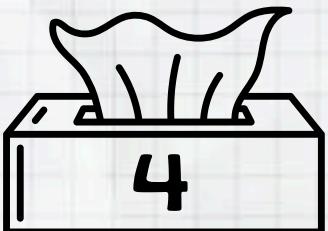


SET CLEAR GOALS

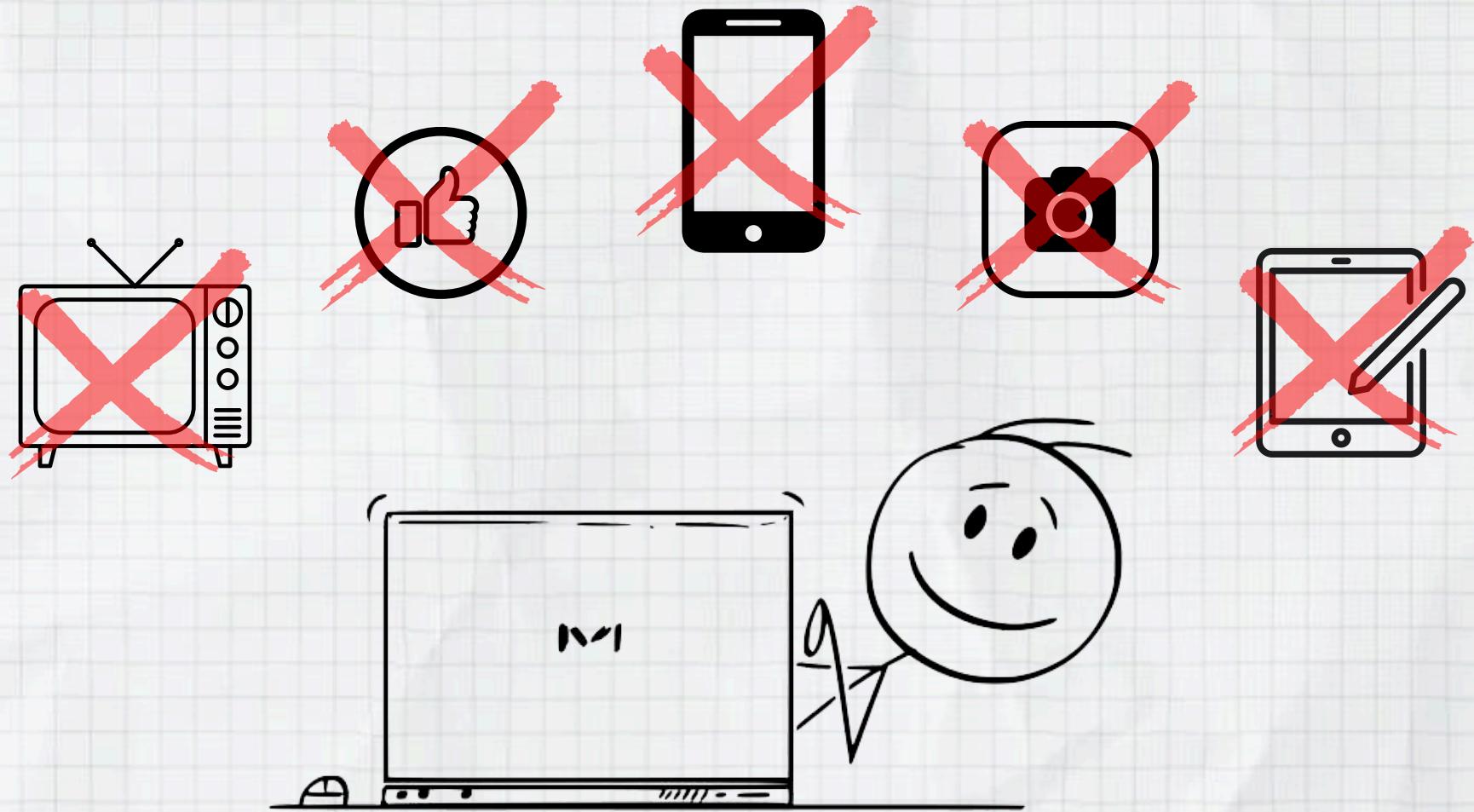


- Make goals specific and have deadlines.
- Write them down to keep yourself accountable.

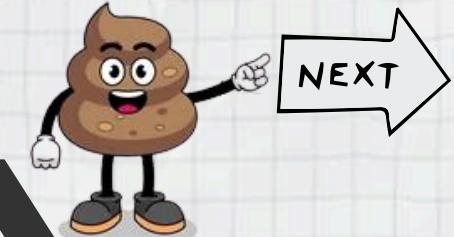


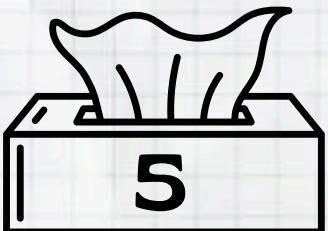


MINIMIZE DISTRACTIONS

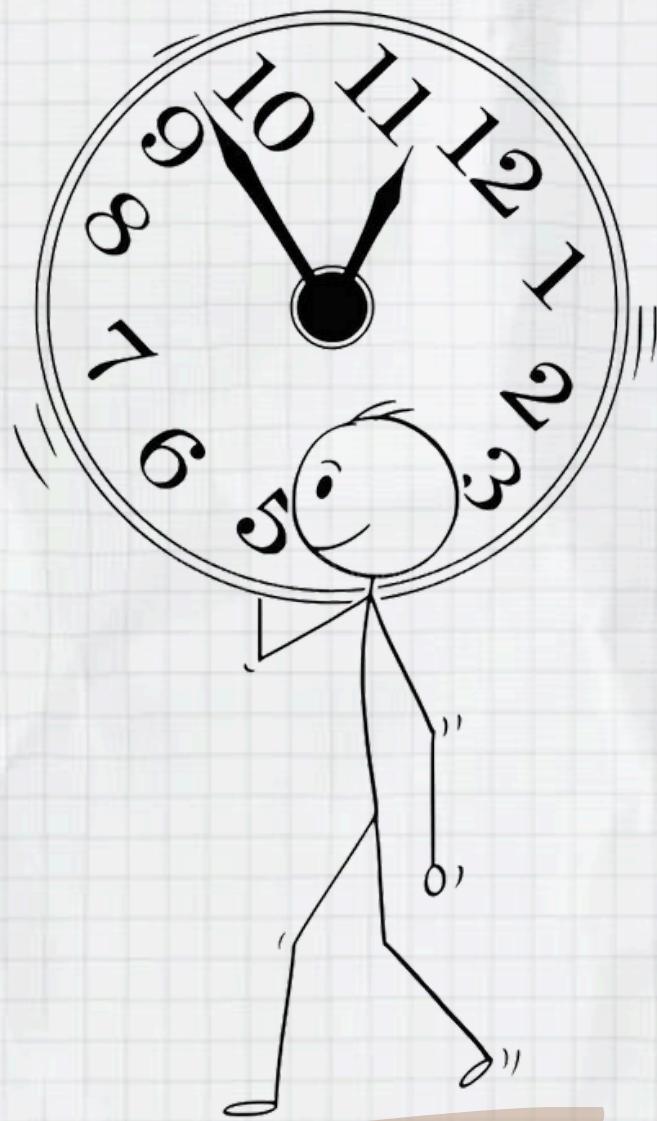


- Use tools to block out interruptions.
- Work in a space without distractions.

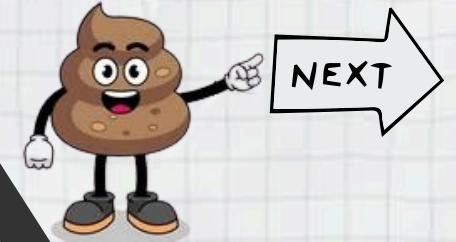


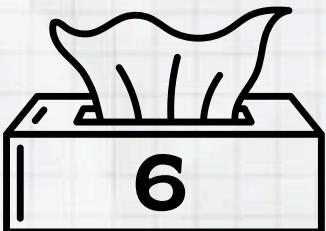


TIME BLOCK YOUR DAY

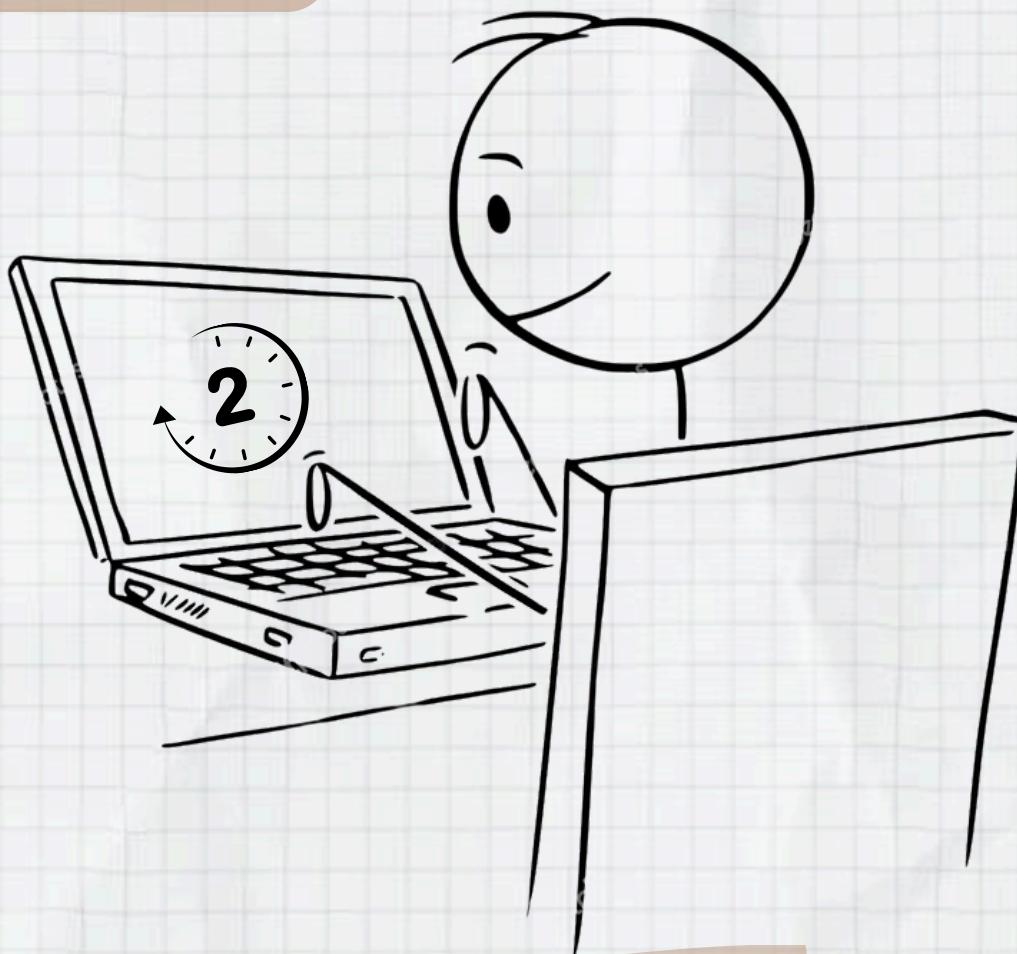


- Plan your day with time slots for tasks.
- Follow the schedule to stay productive.

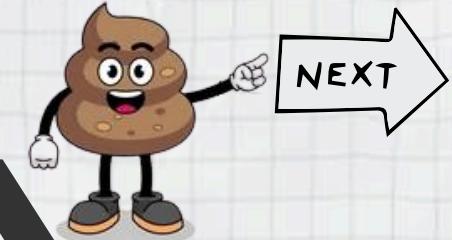


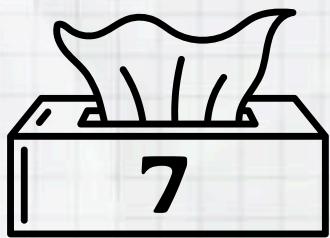


USE THE TWO-MINUTE RULE



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

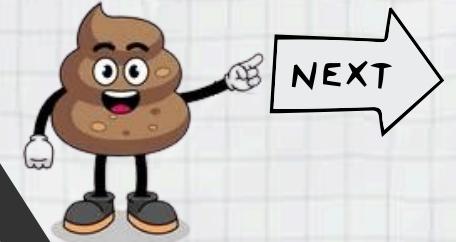


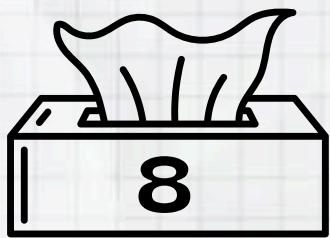


LEVERAGE TOOLS AND TECHNOLOGY



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

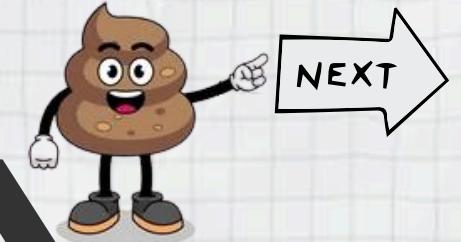


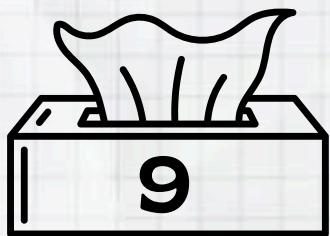


PRACTICE SELF-DISCIPLINE



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

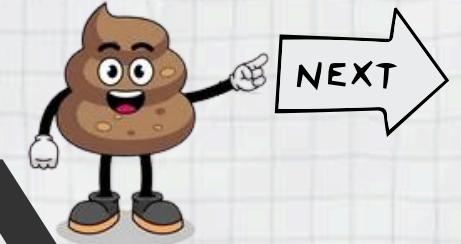


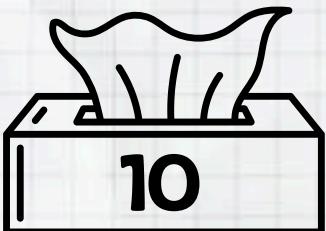


TAKE REGULAR BREAKS

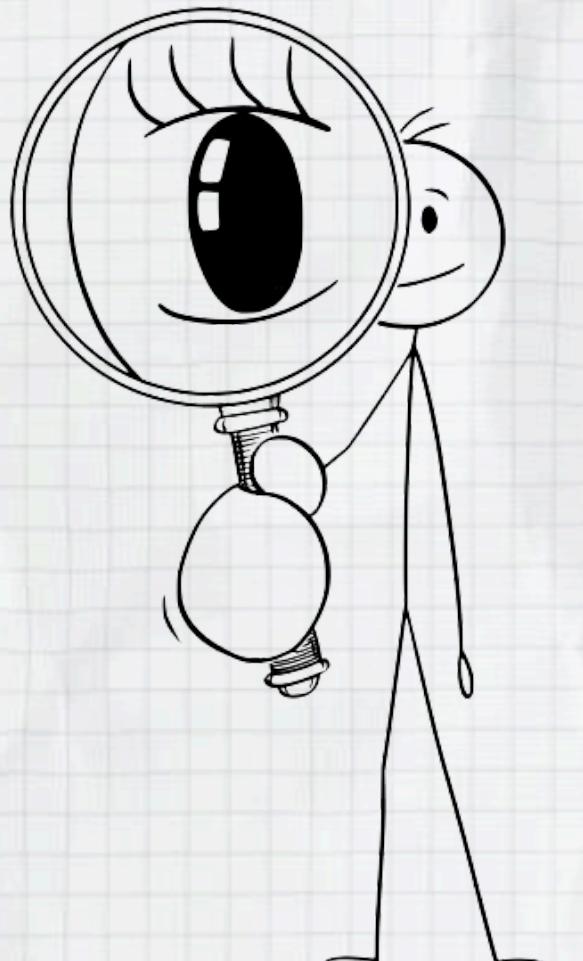


- Balance work with rest to keep energy high.
- Schedule short breaks to rest and recharge.





REFLECT AND ADJUST



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

