

# QUALITY

VS QUANTITY

## DAILY PROCESS

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CHECK EMAIL ONLY:

→ 10:00 AM	SEND ANYTIME
→ 1:00 PM	SET EMAIL
→ 4:00 PM	TO CHECK EVERY 3 HOURS

NO EMAIL IN THE EVENING

NO EMAIL ON WEEKENDS

EMERGENCY?=USE PHONE

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FOCUS: 1-3 ACTIVITIES  
MAX/DAY

LOG: 1-3 SUCCINT STATUS  
UPDATES IN LOG

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MINIMIZE NOISE

MAXIMIZE SINGLE  
TASKING

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OUT BY 6:00 PM

~ NO EXCUSES ~