

Doing the right things is more important than doing things right.
Always ask WHY before doing some.

Focus on the high value/impact things 80/20 rule
Failing to plan - planning to fail. Have a plan for day/week/quarter
Prioritize standing during phone calls = will be much faster. Don't get comfortable.
Find your creative time and defend it with your life.

Find your dead time and do stuff where you don't need to be at your best.
A task must have a deadline.
Interruption - recovery
kill your Television.
If you want something done, don't send it to 5 people. Send it to one person.

مهم وعاجل

مهم وغير عاجل

غير مهم وعاجل

غير مهم وغير عاجل

بثرتق لاقثشن ش حقة هستو لاعف قث-بثلخفشفت فائة هب بثتي لائز

مثنقى فخ سشغ نخر إخع يخيطف بهي فهة فخ يخ سخة ثفاهىلو غخع ةشنث فهةئز بي
غخع ةشنث فهةئ لاغ ثمئوفهىل بخف فخ يخ سخة ثفاهىل ثمسئز