Start everyday with 15 minutes meditation

Always define the task very well

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| **Problems** | **Solution** |
| Tendency to cling to interesting thoughts | Define a work and stick to it, you have to keep getting back |
| Will always want to switch, and this happens very frequently (6 times an hour) | Stick to it, after few moments you will get used to it |
| Tendency to run away from hard task | Stick to it, after few moments you will get used to it |
| Tendency to work real slowly on important task thereby not completing enough of ground | Do not try too hard  if it does not work and  If you are not getting anywhere then stop and change, do something else |