

Work Smarter

Tip Sheet

1. **Create systems** with anything you do on a normal basis. While of course you want them to be effective, you also want them to be as SIMPLE AS POSSIBLE!
2. Learn how to get into the zone – **create ultimate focus.**
3. Keep your surroundings **free of clutter.**
4. **Get help if needed.** Delegate, or hire someone to do what you can't – or simply don't have time for.
5. **Batch** together tasks, errands, calls, emails.
6. **80 / 20:** Spend 80% of time on what'll give you the top 20% value / joy / return.
7. **Breaks:** Take throughout day. Even if for just 5 minutes. And change up what you're doing. Shifting gears every hour or so can provide great momentum.
8. **Take care of yourself.** When you're *feeling* your best, you're MUCH more able to *work* your best.
9. **Manage your time (well).** Keep in mind: this does NOT mean squeezing in as much as possible into your schedule! Downtime is - or should be - essential.
10. **Plan (well).** Know where you're going and figure out how to best get there. *And* know you can't do it all. Focus on the right stuff. (See #6.)

To get my (FREE!) weekly planning kit + lots more good stuff, please visit me at www.YourLifeOrganizer.com.

All the best,



YOUR LIFE ORGANIZER

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create the **ORDER** you need
for the **LIFE** you want...

starting
TODAY

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