

3 Actions *in* 3 Minutes



PHYSICAL

Take a look at your workspace/ desk. Remove three things that are no longer useful to you. They're completed, out-of-date or just no longer relevant.



COMPUTER

Take a look at your digital desktop and take three minutes to organize it. Move files and folders that are no longer "hot" items into your documents folder.



PHONE

Now, look at the notification settings on your phone and turn off all notifications that are not necessary or truly important.



Think About It

1. What is your time worth?
2. How often do you get distracted or go down rabbit holes?
3. What can you do to stop your mind from wandering off so you can stay focused on the task at hand?
4. What happens to your workflow when you are inconsistent with the tools that you use?
5. What's in it for you if you commit to and consistently use tools that really work for you?

Where can you find 5 to 10 minutes each day that you can use to prioritize your tasks and your tools? How can you remind yourself to do this consistently?



Take a look at the tools and resources download included in this week's lesson and see if there is at least one new tool that will help you better manage time, tasks, and workflow.