

MODULE 3 | SESSION 11
Sustainable Life and Work Habits

Those who make the worst use of their time are the first to complain of its brevity. ~ Jean de La Bruyere

Why do we struggle to apply learning?

1. Investing in _____. You already spend so much time investing in others, setting aside time to invest in yourself is difficult. Your investment in this fast track is a great first step.
2. Busyness and _____. Many leaders have very little margin so they live and work every day with some level of distraction and overwhelm with busyness.

The primary reason leaders struggle with time & focus at work are...

1. _____. We don't know how to get more done.
2. _____. We don't know how to effectively manage priorities.

5 Ways to Get More Done...

1. Focus on _____ tasks.
2. Prioritize.
3. Do the _____ tasks first.
4. Do your _____ favorite tasks early.
5. _____ and positive results facilitate a fun, casual work environment.

Fast Action Steps

1. Which one of the 5 ways to get more done is the most difficult for you?

2. What can you do right away to make progress in this area?