

## Module 3 | SESSION 21

### 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.

