

1st and 2nd Working Week

- Day 1 Everyday, do the thing you like the least, first.

- Day 2 Don't check email first thing in the morning. Wait until you've completed a task.

- Day 3 Learn something new every day.

- Day 4 Stop trying to multi-task.

- Day 5 Move. Walk. Stretch. Sit up straight.

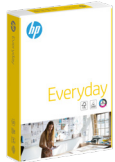
- Day 6 Build in a small reward when you complete tasks you don't like.

- Day 7 Add your own challenge.

- Day 8 De-clutter the space where you spend most of your time.

- Day 9 Spend the last half hour of your day planning for the next.

- Day 10 Take time to brainstorm new ideas.



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3rd and 4th Working Week

- Day 11 Delegate. You don't have to do everything.

- Day 12 Add your own challenge.

- Day 13 If it's not truly necessary, remove it from your daily to-do list.

- Day 14 Avoid large lunches.

- Day 15 Schedule little breaks for yourself during the day.

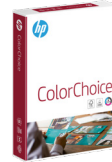
- Day 16 Create a plan for your day, but build time in for unexpected things.

- Day 17 Reserve 30 minutes each day during which you are not to be disturbed.

- Day 18 Break big projects into small projects.

- Day 19 Learn to say NO.

- Day 20 Put your phone in an inconvenient place so that it's harder to check it.



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