

BETTER PRIORITISATION

1. Set yourself up for success with a consistent morning routine that works for you. See the GiFT631 4M routine. Resist the temptation to jump straight into your in-box or meetings.
2. Use time-blocks in your diary. These are clear spaces (which only you can fill) for the high priority, deep-work that requires dedicated time and focus. During this time do what matters most. Avoid distractions and interruptions (turn off your phone!).
3. Have absolute clarity with regard to what matters most and build your day/week/month around these priorities. Let it guide what you say yes and not to.
4. Have a clear and disciplined operating rhythm. Make sure you have the right things scheduled at the right times. Match energy to value.
5. Slowdown to speed up. Create the time and space to think each day. This will generate clarity and ensure you are investing energy on the things that create success, happiness and fulfillment.
6. When you say yes to a new project, major task or objective, what are you going to drop or stop? Be clear on what you say yes and no to.
7. Do your job. Operate at your level and focus on the work that only you can do.
8. Question and shorten every meeting.
 - What is the purpose?
 - Can you give or get significant value?
 - Can you only attend a relevant part?
 - Can one of the team represent you?
9. Send less (to get less) emails.
10. Redo the high value v low value activities exercise.