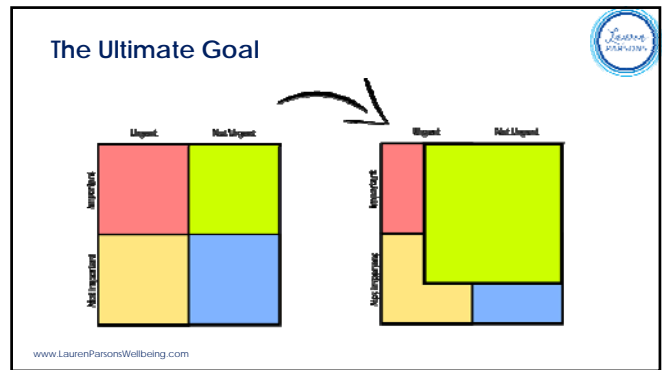
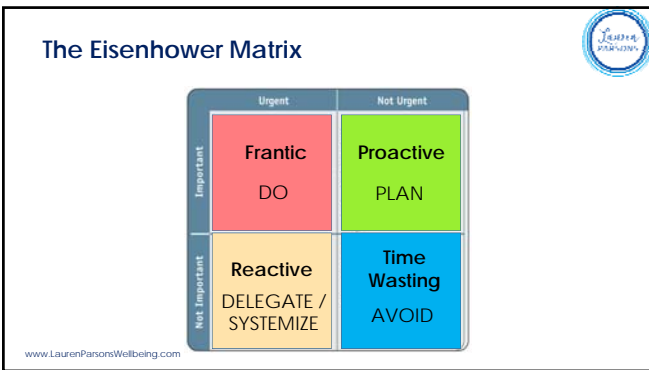




You have to decide what your **highest priorities** are and have the courage - pleasantly, smilingly, nonapologetically - to say 'no' to other things. And the way to do that is by having a bigger 'yes' burning inside.

- Stephen Covey



BETHLEHEM STEEL

Ivy Lee

Charles Schwab

- At the END of the day make a list of your top 5 tasks
- Then **PRIORITISE** that list from most to least important
- Start every day on your **TOP TASK** and work through in priority order

Time-saving tips

- Prioritise your "Frog" & Top five
- Set a timer for short focused periods
- Schedule everything
- De-clutter
- Take charge of interruptions
- Add movement breaks in between
- Chunk it / Bulk it
- Ditch-Delegate-Defer





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IF IN DOUBT. PAUSE.
TAKE A DEEP BREATH
AND REMEMBER THAT
YOU CAN DO THIS!

Lauren Parsons

**For more info
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