

YOUR SHORTCUTS

Now: How do you want to use your time?

Today: Which strategy will you implement first?

Shortcut 1: Modeling

Shortcut 6: "Unitasking"

Shortcut 2: Define Your Time

Shortcut 7: Power Down

Shortcut 3: Make Appointments
with Yourself

Shortcut 8: Go to the Calendar*

Shortcut 4: Breaking Time Rules

Shortcut 9: The 5 Ds*

Shortcut 5: Making Time Rules

Shortcut 10: Project 123*

*These strategies can be found in *The Inner Edge Extension* (www.theinneredge.com).

In Two Weeks: Reflect.

1. What strategy did you implement for maximizing your time?
2. What worked and what didn't?
3. What's next?