How To Spend the First Ten Minutes of the Workday



Don't Check Your Email

- [ ] By looking at and responding 10 emails first thing when you sit at your desk, you're starting the day in a reactive mindset, rather than a proactive one.
- [ ] Instead, check them before you go to work, either at home or on commute.

Start With A Planning Session

- [ ] Write down all of your tasks for the day, and take a few minutes to distinguish between what feels urgent and what's actually important.

Create A Plan Of Attack

- [ ] Break down general goals i.e. make a sales call into actions (i.e. researching the company, scheduling a meeting and clearing your schedule).
- [ ] You'll be more inclined to start a task if you've give yourself a concrete plan.

Prioritize Your List

- [ ] Do the things that take the most willpower and focus first. since these Functions wear down as the day goes on. Tackle them while mind is still fresh.

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