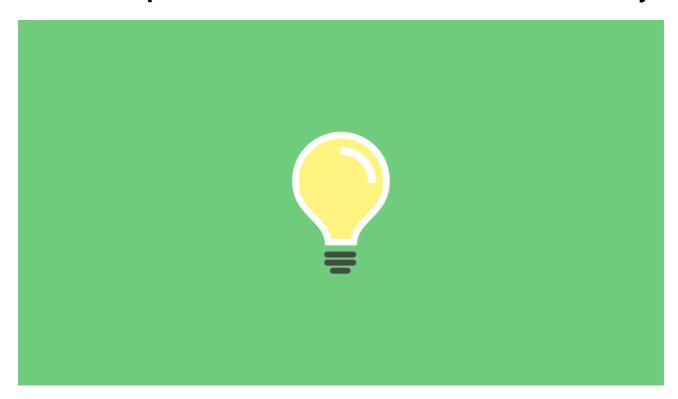
How To Spend the First Ten Minutes of the Workday



Don't Check Your Email

them while mind is still fresh.

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
ordate A Francis 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

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