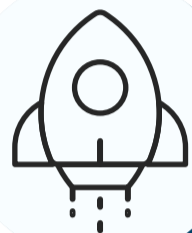




5 Daily Self-Management Steps I Wish Someone Had Told Me Sooner

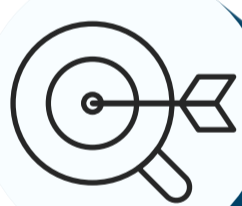


#1: **Start your day by referencing your must-accomplish-today list by priorities.**

Write your "today" list the night before. Estimate how long it will take to complete top tasks to avoid over committing.

#2: **Assess the remaining high-value tasks next and list them by priority, but be flexible.**

Include meetings and correspondences and what you hope to accomplish in them.



#3: **Stay focused by minimizing interruptions.**

Limit personal tasks to lunch breaks, turn off notifications, declutter your workspace, don't multitask, set rules on when you can and cannot be interrupted, use noise-canceling headphones.

#4: **Take purposeful breaks to refresh your clarity.**

Acknowledge when you're not productive. Then, try a remedy to refresh, such as go for a walk, drink water, eat a healthy snack, enjoy a mindful moment, read for pleasure.



#5: **Review your day for five minutes.**

Either give yourself a pat on the back or assess where and why you fell short. Compile tomorrow's must-accomplish-today list.