

# Raising the Bar on You and Your Life

1. **Control your email. Don't let it control you!**
2. **Organise your folders.**
3. **Get rid of crap and clutter**
4. **Set your email to check every hour or so, not constantly.**
5. **Use the basketball principle – high priority things first** - *play basketball, not ping pong*
6. **Empty your head** – *focus on one thing at a time*
7. **Become a list writer and carry a notebook with you everywhere** - *lists focus you and make sure you don't forget.*
8. **Use technology to your advantage** – *is your email working for you not against you?*
9. **Work on effectiveness first , then worry about efficiency** – *efficiency does not matter if you are doing the wrong thing.*
10. **Understand the difference between urgency and importance and don't let yourself be caught in the “urgency” trap.**
11. **Get yourself super organised** – *set up systems and constantly refine them to make them better.*
12. **Beat procrastination** – *Just do it and do it now!*
13. **Be willing to say no** – *don't let other people control your time*
14. **Do difficult tasks early** – *everything else is then easy*
15. **Be prepared for change. The one thing that is certain is that change will increase, not decrease.**
16. **Make sure you work to live, not live to work.  
Go home!**