Virtual First: Effectiveness Kit

Get more done cheatsheet
Use daily for maximum impact.

Remember to

Do the most important thing (MIT) first
What are your top 3 MITs for today?

Focus on one thing at a time.
What’s the ONE task you should focus on right now?

Work in short bursts.
Try the Pomodoro Technique:
• Put your phone on airplane mode
• Set a timer for 25 minutes (“one Pomodoro”) and focus on just one task
• Take a 5 minute break then set the timer for 25 min again
• After 4 “Pomodoros,” take a 30 min break

Replenish your energy.
What’s an activity that energizes you? Add it to your calendar.

Schedule time for email and chat.
When’s the right time for you to answer email and chat notifications? Add this into your schedule.