



Virtual First: Effectiveness Kit

Get more done cheatsheet

Use daily for maximum impact.

 Remember to

 Try it out

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 tasks
 - Take a 5 minute break then set the timer for 25 min again
 - After 4 "Pomodoros," take a 30 min break
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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.