



Get It Done



Remember
1. "Parkinson's Law"

Parkinson law dictates that a task will swell in (perceived) importance and complexity in relation to the time allocated for its completion

Decide the least amount of time required to complete the Task and set that as the ideal duration



Create an unmovable
2. **deadline**

Saying you will do something, or even promising it, doesn't mean your deadline is immovable

Make yourself accountable, so that the pain of NOT doing it, is so high that completion is the only option



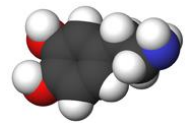
Take your
4. **breaks**

Schedule your breaks and downtime ruthlessly



Plan it on
3. **paper first**

BEFORE you start any business activity (phone call, go onto the computer, begin a journey) grab a piece of paper and pen, and document **EXACTLY** what you aim to actually do in the up-coming time slot



Use a reward
5. **system**

Give your self specific rewards for successful task completion

The brain's reward system, known as the pleasure response, is critical to task motivation and focus

Dopamine levels, a key part of the BRAIN'S reward system, are elevated in the brain when we experience or ANTICIPATE pleasure or well-being

<http://deanhunt.com/get-it-done-2/>