

singletasking

start work **right away** each morning

minimize interruptions, feed reading, chat/IM

maximize working on **one thing at a time**

use phone or in-person visit for roadblocks or questions (not chat)

send email anytime

check email only at
10am, 1pm, and 4pm

no email evenings or weekends

focus on 1-3 activities each day

log 1-3 updates each day

stop work at 6pm, no exceptions