

15. Top 3 book recommendations

"Organization is like exercise. It's not very effective if you do it only once; you have to keep at it." -Jill Pollack

14. Be organized

"Work to live, not live to work." -Anonymous

13. Work-life balance

"Someone has said that the 'p' is silent in the world luck, but it belongs there nevertheless. Investigation usually turns up the fact that the lucky fellow is the plucky fellow who has been burning midnight oil and taking defeat after defeat with a smile." -James B. Hill

12. Strong work ethic and discipline

"Be methodical if you would succeed in business, or in anything. Have a work for every moment, and mind the moment's work." -William Matthews

11. Limit procrastination

"Life is like riding a bicycle. To keep your balance you must keep moving." -Albert Einstein

10. Monitor progress

"We must not sit down and wait for miracles. Up and be going!" -John Elliott

9. Don't miss deadlines

"The first step is the hardest." -Marie DeVichy-Chamrond

8. Do it now

"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you." -Carl Sandburg

There is enough time to successfully accomplish 1. all important tasks

"Thinking well is wise; planning well, wiser; doing well wisest and best of all." -Persian proverb

2. Be productive

"Nothing can stop the man with the right mental attitude from achieving his goals; nothing on earth can help the man with the wrong mental attitude." -Thomas Jefferson

3. Set realistic goals and stick to them

"The difficulties and struggles of today are but the price we must pay for the accomplishments and victories of tomorrow." -William J. H. Boetcker

Get into a 4. to-do routine

"No horse gets anywhere until he is harnessed. No steam or gas ever drives anything until it is confined. No Niagara is ever turned into light and power until it is tunneled. No life ever grows great until it is focused, dedicated, and disciplined." -Harry Emerson Fosdick

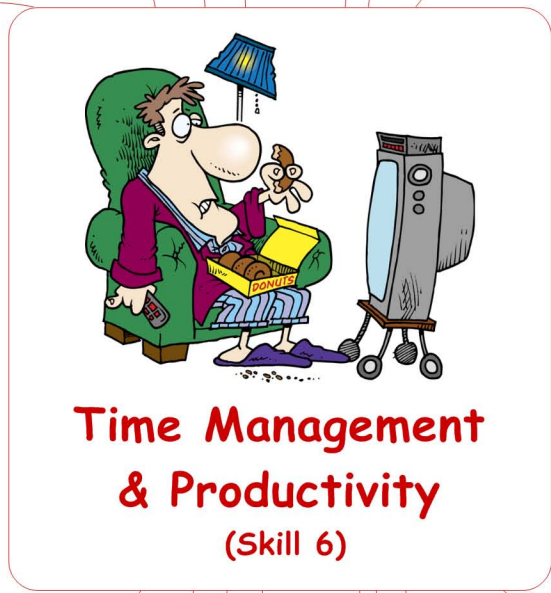
5. Focus

"It is a good rule to face difficulties at the time they arise and not allow them to increase unacknowledged." Edward W. Ziegler

6. Do first things first

"Doing things well is a step toward doing things better." -Harry F. Banks

7. Do things once



Time Management & Productivity (Skill 6)