

# Module 6 Checklist

## Back @ the Desk

### Distractions

- Practice **Do it Now/Do Something About It** on the things that are distracting you.

### Interruptions

- Practice **Do it Now/Assess and Choose the Higher Priority** on your interruptions

### Procrastination

- Practice **Do it Now/Do worst First** on the things that you put off doing.

### Working Smarter

- Practice using some of the new **Working Smarter** techniques introduced in this module.

**Create the conditions to allow you to work best**

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