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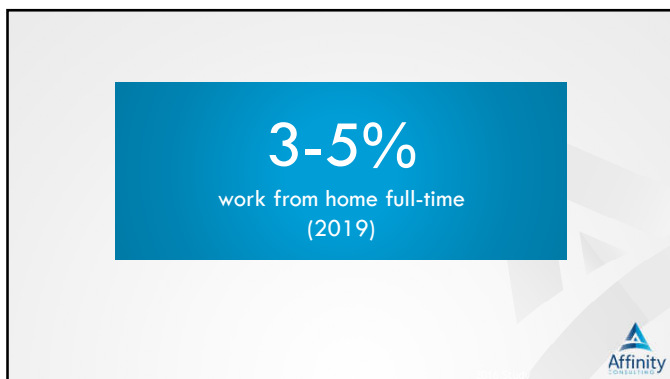
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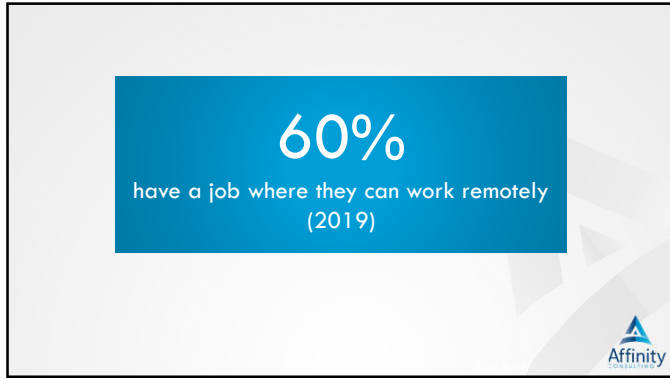
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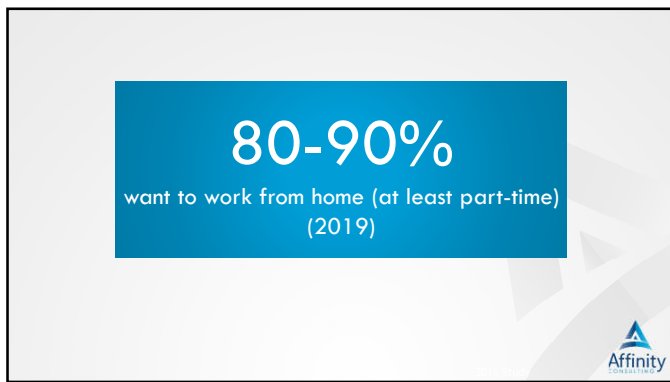
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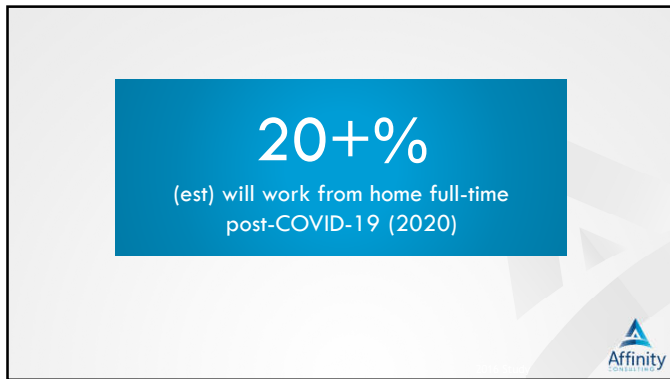
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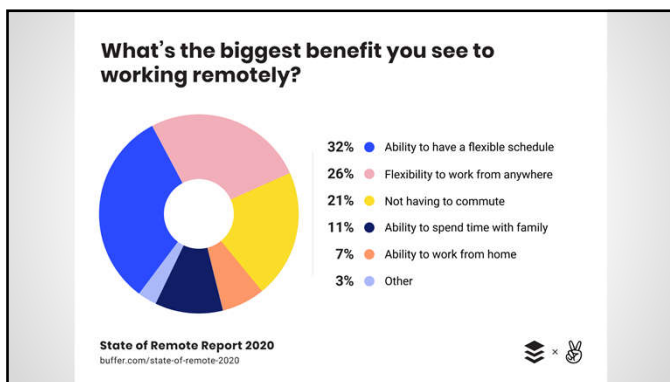
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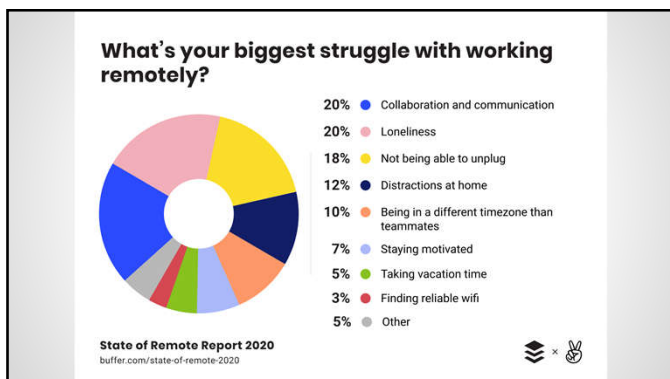
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## Process & People



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## STAYING FOCUSED & SANE

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Interruption comes every  
2 to 3 minutes

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## Outlook Maximized Most of Day?



Email is NOT a Daily Plan!



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## Create a Daily Roadmap



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## Daily Planning

- ▶ Best Self Journal, Panda, Covey, etc.



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## Daily Planning

► **Daily Roadmap Planning**





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Date: 12/4/2019

### PRIORITIES

1. Wash State Bar ODC
2. WA State Bar Webinar
3. OSHA Tech Conf Prep
- 4.
- 5.

### GRATEFUL THOUGHTS

1. Brother
2. My health - lab results
3. Mom

### TODAY'S TIME BLOCKING

6:00	End!
6:30	Wake up
7:00	OSHA Paper
7:30	OSHA Tech Conf Prep
8:00	End! Batch Process
8:30	Lunch
9:00	OSHA Tech Conf Prep
9:30	OSHA Paper
10:00	OSHA Project
10:30	OSHA Project
11:00	OSHA Project
11:30	OSHA Project
12:00	OSHA Project
12:30	OSHA Project
1:00	OSHA Project
1:30	OSHA Project
2:00	OSHA Project
2:30	OSHA Project
3:00	OSHA Project
3:30	OSHA Project
4:00	OSHA Project
4:30	OSHA Project
5:00	OSHA Project
5:30	OSHA Project
6:00	OSHA Project

### NOTES

OSHA gift  
Joe D. to landscape  
m-11-111

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## Weekly Planning

► **Weekly Deep Dive – 1 hour**

► **Same Time, Place & Channel**

► **Try Friday Morning**





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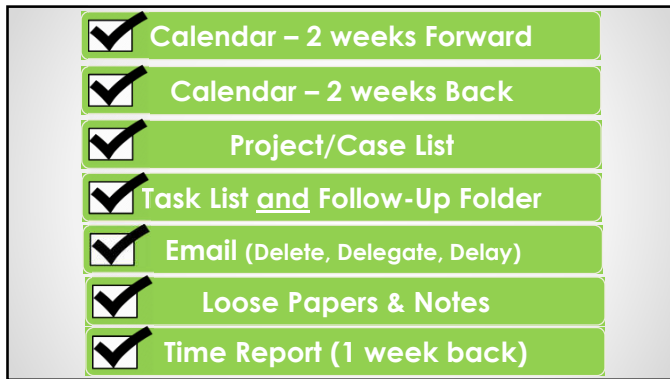
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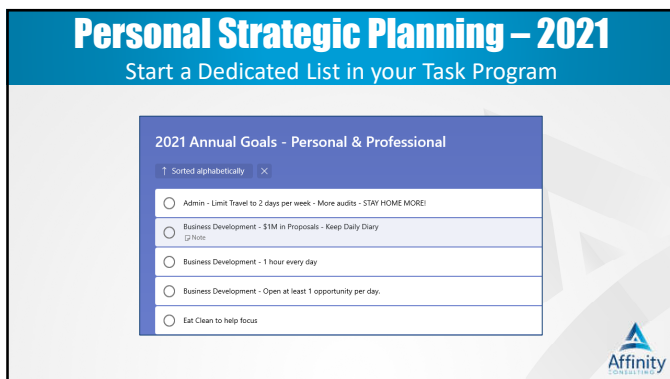
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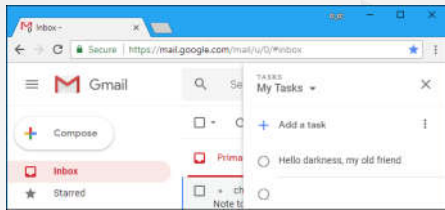
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## Gmail Tasks



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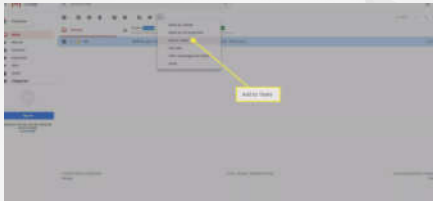
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## Convert Email to Task in Gmail

Open Email > Shift+T (or add to task under More button – 3 vertical dots)



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## Batch Process Email

Today's Batch Email Processing	
7:30 AM	15 minutes
10:00 AM	30 minutes
12 Noon	90 minutes
4:00 pm	30 minutes
5:00 pm	15 minutes



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## Batch Process Email – The 4 D's

- ▶ **Delete**
- ▶ **Do** (are you paperless or a digital mess?)
- ▶ **Delegate**
- ▶ **Delay**



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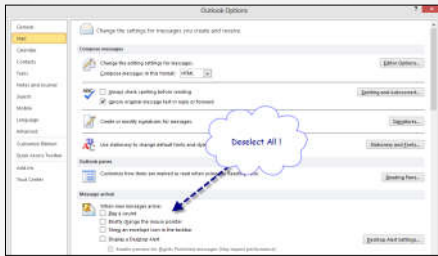
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## Turn Off Notifications – Outlook

File > Options > Mail



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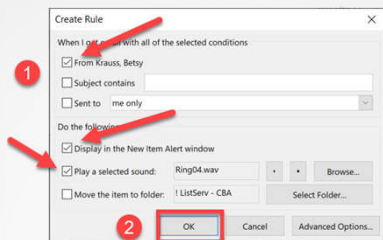
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## Outlook – Create Rule for VIPs

Right Click > Rule > Create Rule



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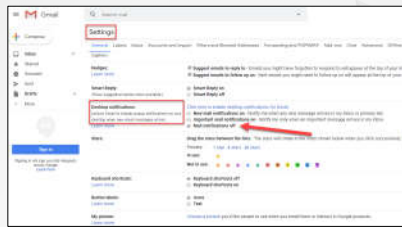
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## Turn Off Notifications – Gmail

Settings > General > Desktop Notifications



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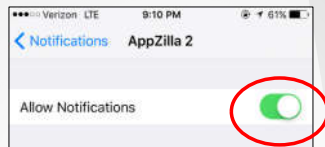
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## Turn Off Notifications – iPhone

Settings > Notifications > Select Desired App > Turn Off



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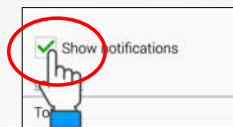
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## Turn Off Notifications – Android

Settings > Notifications > Application Manager >  
Select Desired App > Turn Off



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## Morning or Daily Routines

### The Mind / Body Loves Routine

6:00 Wake Up/Meditate

6:50 Arrive at Office

7:00 Oatmeal/Tea/Fish Oil

7:05 Plan Day/Time Blocking

7:10 Business Development

8:00 Admin Tasks


9:00 Team Huddle (5 min)

9:05 Email & Task - Revisit

10:30 Start Client Work

noon Run & Workout

5:00 Tomorrow's Daily Plan



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6:00 Wake Up/Meditate

6:50 Arrive at Office

7:00 Oatmeal/Tea/Fish Oil

7:05 Plan Day/Time Blocking

7:10 Business Development

8:00 Admin Tasks

9:00 Team Huddle

9:05 Email & Task - Revisit

10:30 Start Client Work

noon Run & Workout

5:00 Tomorrow's Daily Plan

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## Create AM/PM Rituals

iPad/iPhone App

### Simple Checklist or Checklist Again

(iTunes/iPad App Store)

FORGET TO FORGET YOUR ROUTINES



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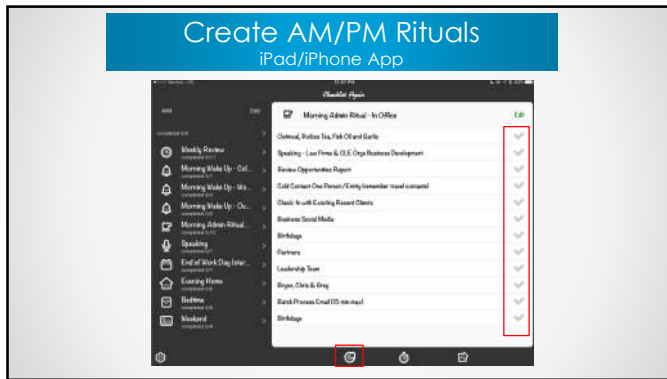
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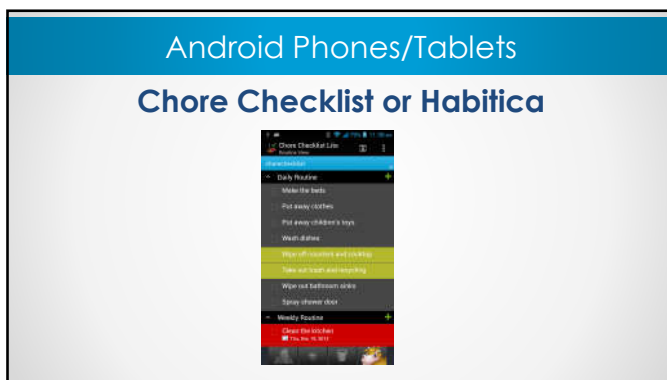
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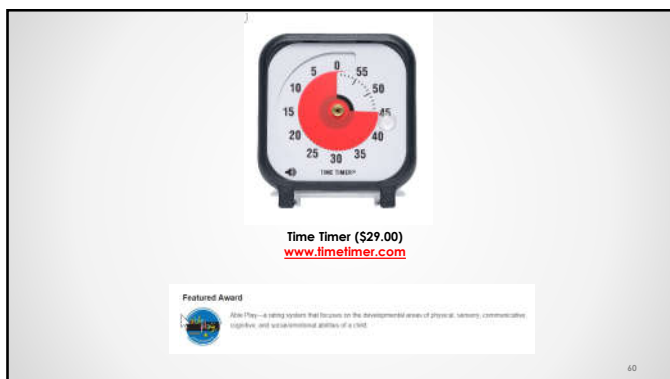
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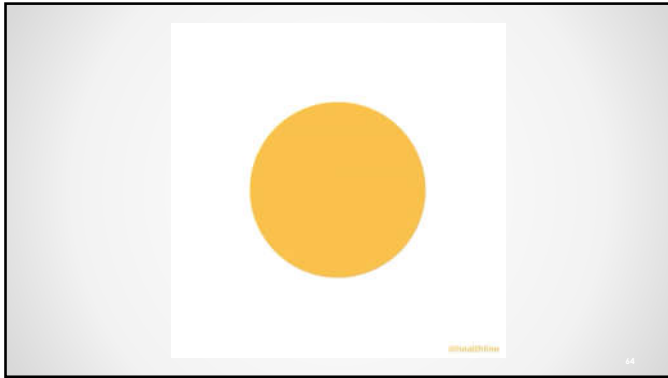
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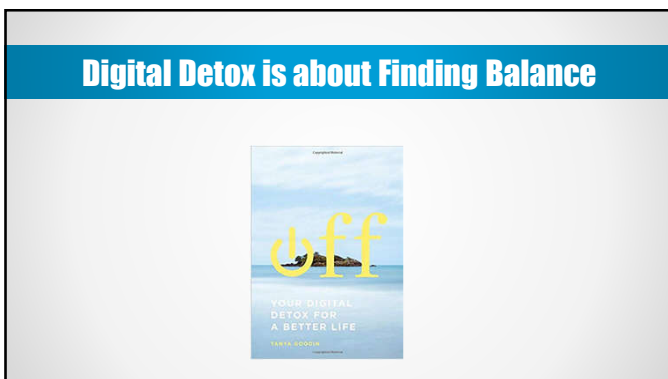
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## Screen Scheduling

Examples of Healthy Boundaries



- Devices off after 9 pm
- No email after 7 pm
- Phone Free Food
- Track Phone Time

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## LACK OF SLEEP

Decrease Sex Drive

Depression

Anxiety

Anger

Impaired Focus

Skin Aging

Weight Gain

Paranoid

Blood Pressure

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## Get Back to Nature



- Gardening / Hiking / Plant Something
- Phone-Free Walks at Lunch

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## Get Back to Nature



- Occasionally, Go Off Grid!
- Find your Built-In GPS

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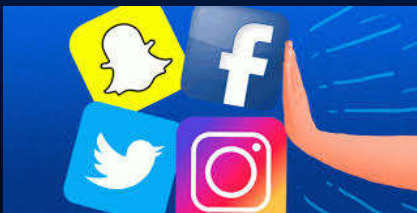
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## Social Media Fasting



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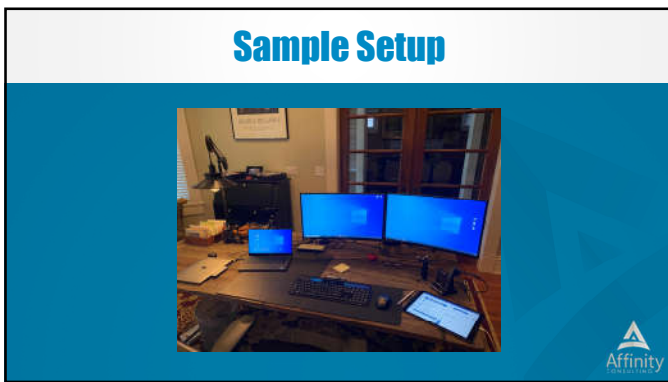
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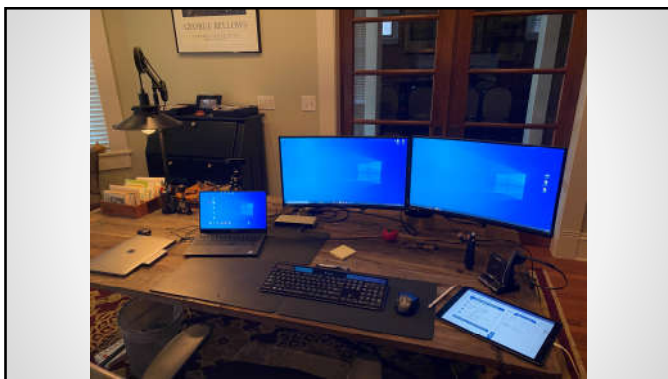
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## USB Hub

**USB C Hub - \$80**



**TOTU**  
 USB C Hub, TOTU 12-in-1 Type C Hub with Ethernet, 4K USB C to 2 HDMI, VGA, 2 USB3.0, 2 USB2.0, 79W PD 3.0, SD/TF Cards Reader, Mic/Audio for Mac Pro/Type C Laptops (Windows Laptops Support Triple Display)  
 ★★★★★ 1,158

**\$79.99**  
prime

[Add to Cart](#)

[Buy Now](#)

[Remove this recommendation](#)



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## Dock / Docking Station

**Elgato Thunderbolt 3 Dock - \$299**






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## Dual Monitors





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## Use iPad as Second Monitor

(if you already have an iPad)

**Built For Professionals.**

- Fast.** Duet is built by six Apple engineers, delivering a native display at 60 frames per second with zero lag. Seriously.
- Productive.** Using an additional display can double your productivity by reducing time to switch contexts.
- TouchOS.** Use a desktop like never before. The most advanced display for your Mac or PC.

**BUSINESS INSIDER**  
"The first app that actually runs your phone on your desktop"

**Forbes**  
"You finally feel like a full-time professional without the cost"

**Slate**  
"You save big, and it also offers a new desktop world that's just what you need"

**Affinity**

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## Asus Portable Monitor (\$199)

**Affinity**

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## Let People Know You're On The Phone

<https://pro.luxafor.com/>

**Luxafor Flag**    **uxafor Bluetooth**

From \$31.00    \$79.00

[Buy now](#)    [Buy now](#)

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## Webcam

- ▶ Logitech BRIO
- ▶ 1080p
- ▶ PC or Mac
- ▶ \$215 on Amazon



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## Mobile Scanning – Use Your Phone

ScanPro App (iOS and Android) – Formerly ScanBot  
 Alternatives: Microsoft Office Lens or Adobe Scan



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## Desktop Scanning

Fujitsu ScanSnap ix1500  
 30 ppm - \$420



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## Headset / Microphone

- ▶ **Plantronics Wireless Headset**
- ▶ **\$299 – HeadsetPlus.com**
- ▶ **100-300 ft range**
- ▶ **13 hours of battery life**



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## Headset / Microphone

- ▶ **Jabra Elite 75t - \$180**

Our pick

**Jabra Elite 75t**  
The best Bluetooth earbuds

The Elite 75t wireless earbuds are comfortable, great sounding, and equipped with all the controls and features you need.

\$180 from Best Buy

\$180 from Amazon

\$179 \$125 from other retailers

\*As of November 18, 2019

The **Jabra Elite 75t** true wireless earbuds are the best Bluetooth earbuds because they sound great, feel comfortable in the ears, and offer the convenience of being completely cord-free. Compared with our previous top pick, the **Elite 65t**, the new earbuds have a smaller, lighter form, as well as better battery life (seven and a half hours per charge, up from five) and simpler controls. Jabra did away with the smaller, separate volume controls of the 65t and now offers one large, easy-to-press multifunction button on each earbud so

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## Headset / Microphone

- ▶ **Apple AirPods**
- ▶ **\$129 or \$199**



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