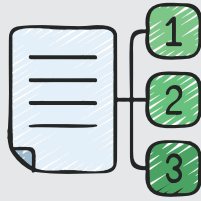# 12 PRODUCTIVITY PRINCIPLES TO LIVE BY

1 PRIORITIZE
Focus on what truly matters and tackle high-impact tasks first.

2 PLAN
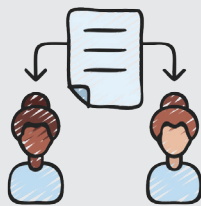Set clear goals and create a roadmap to achieve them efficiently.

3 FOCUS
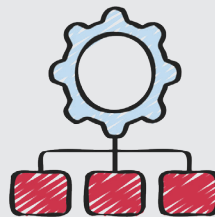Minimize distractions and dedicate uninterrupted time to your most important work.

4 DELEGATE
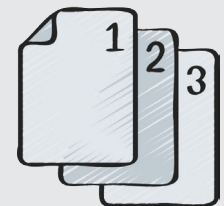Empower others to take on tasks that don't require your expertise or attention.

5 AUTOMATE
Use technology to streamline repetitive tasks and optimize efficiency.

6 BATCH TASKS
Group similar activities together to minimize context-switching and maximize productivity.

7 SET BOUNDARIES
Establish boundaries to protect your time and energy, saying no to non-essential commitments.
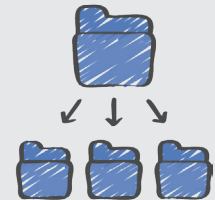
8 TAKE BREAKS
Schedule regular breaks to recharge and maintain focus throughout the day.

9 STAY ORGANIZED
Keep your workspace and digital files organized for easy access and clarity.

10 REVIEW AND REFLECT
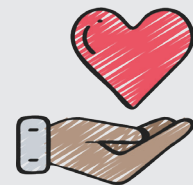Regularly review your progress, celebrate wins, and identify areas for improvement.

11 LEARN CONTINUOUSLY
Invest in ongoing learning and skill development to stay ahead of the curve.

12 PRACTICE SELF-CARE
Prioritize your well-being by getting enough rest, exercise, and relaxation time.