

GET ER' DONE





Jigsaw Massive Graph

Questions to identify a problem

Whoah there. Before you get all “let’s figure out a solution,” take the time to figure out the problem. Use these questions to start.



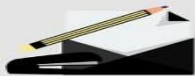
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See. Solve. Sell





5 SIMPLE STEPS TO DESTROY DISTRACTION

Office distractions are everywhere. Here's some tips to help you stick to that to-do list!



1 DE-CLUTTER YOUR DESK

Desk workers may spend as many as 2.5 hours a day looking for things they've left on their desk. Tidy up and find more time for the "to-do".



2 TUNE IN.

Throw on some headphones and find a good instrumental playlist to funnel out distraction noise. Plus, some say classical music makes you smarter!

3 PRIORITIZE YOUR TASKS

List out the three most important things you need to get done, and commit to doing them first. Big tasks, then small tasks.



4 ORGANIZE THAT INBOX

Set aside a specific time of day to check and respond to email. Avoid checking and responding as the day goes on, unless it's time-sensitive.



5 DETOX DIGITALLY

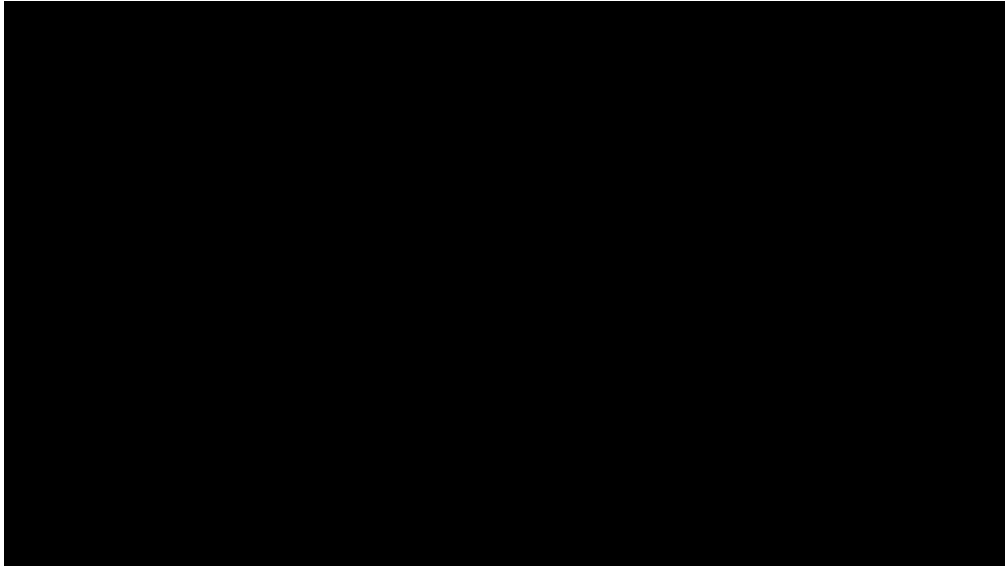
See if you're able to work away from the computer some. Research shows that time away from the computer can improve concentration and willpower.

NOW, GET TO WORK!

Make the most of the time you have today!















THANK YOU

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