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COURTESY COMPANY

Shrink Your Mental Deadlines

"If I think something is going to take me an hour, I give myself 40 minutes. By shrinking your mental deadlines, you work faster and with greater focus. I also schedule time every week on my calendar for quiet, concentrated PowerTime where I only work on my most important activities. A "Stop Doing" list is as important as a "To Do" list. A "To Do" list is easy, you just keep adding to it and the more you have on it, the more important you may feel. But "Stop Doing" is more difficult because you have to give up some things."

Krissi Barr is the founder of Barr Corporate Success, a business consulting firm in Cincinnati. She is also the author of Plugged – How To Dig Out and Get The Right Things Done.

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