

Exercises — Write your answers in the space provided below.

1. Try the \$25,000 idea in your life: Write the six most important things you have to do each day, then number them in their order of importance. Print out this sheet. Work on item number one until it is successfully completed. Then move on to number two, and so on. When you've finished with all six, repeat the process.

2. Make certain that the tasks you spend your time on are important ones — tasks that will move you ahead, steadily, toward your goal.

List below any tasks that you might be able to delegate to others or even eliminate from your agenda — tasks that, over time, have become unnecessary or obsolete.

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3. How well do you deal with interruptions and distractions? If you are often sidetracked during your day — by nonurgent telephone calls, drop-in visitors, etc. — plan a strategy for handling those diversions.

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