



#1

## Big All-Time Rules

WEEK 1	
Date .....	
My example 1 .....	
#1 Selecting	[ ]
#2 Saying No	[ ]
#3 Saying Stop	[ ]
#4 Satisficing	[ ]
#5 Setting process	[ ]



#2

WEEK 2	
Date .....	
My example 2 .....	
#1 Selecting	[ ]
#2 Saying No	[ ]
#3 Saying Stop	[ ]
#4 Satisficing	[ ]
#5 Setting process	[ ]



#3

WEEK 3	
Date .....	
My example 3 .....	
#1 Selecting	[ ]
#2 Saying No	[ ]
#3 Saying Stop	[ ]
#4 Satisficing	[ ]
#5 Setting process	[ ]



#4

WEEK 4	
Date .....	
My example 4 .....	
#1 Selecting	[ ]
#2 Saying No	[ ]
#3 Saying Stop	[ ]
#4 Satisficing	[ ]
#5 Setting process	[ ]



#5

## Small Everyday Rules

- #6 Start earlier
- #7 Start with my first priority
- #8 Calculate the time I need
- #9 Use "because..."
- #10 Smile ☺
- #11 Skip a meeting
- #12 Take care of my body
- #13 Book some quality Me-time

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#6



#8



#9



#10



#11



#12



#13