

12 TIPS FOR DOING MORE WITH LESS



1

YOU ARE CAPABLE OF MORE WHEN YOU ARE ENERGISED

High energy leads to better focus, creativity and results. Protect your energy to unlock your potential.



2

KNOW WHEN YOU ARE AT YOUR MOST ENERGISED

Schedule your most important tasks for those times and protect that time.



3

TAKE CARE OF YOUR MIND, BODY AND SPIRIT

When you feel well, you think better, have more energy and achieve more.



4

PREPARE FOR YOUR DAY

A few minutes of planning each day sets you up for success and reduces stress and decision fatigue.



5

USE TASK LISTS (WORK LESS IN YOUR HEAD)

Capture everything on paper so you can focus clearly and get things done.



6

ALLOCATE TASKS TO TIME

Time blocking helps you stay focused, meet deadlines and make the most of your day.



7

FOCUS ON WHAT MATTERS MOST

Identify your priorities and let go of the rest.



8

ELIMINATE DISTRACTIONS AND TIME WASTERS

Protect your time and attention from non-essential tasks.



9

WORK SMARTER, NOT HARDER

Use better tools, systems and shortcuts to get things done efficiently.



10

DELEGATE AND COLLABORATE

You don't have to do everything. Leverage others and work as a team.



11

LOOK AFTER YOUR MENTAL SPACE

Manage stress, stay positive and keep your mind clear for better decisions and focus.



12

REVIEW, REFLECT AND IMPROVE

Regularly review what's working, celebrate wins and keep improving.



DO MORE. STRESS LESS. LIVE BETTER.

Small changes. Big impact.