

PODCAST: HOW YOUR WORK HABITS HOLD YOU BACK

Featuring Casey Wright and powered by [The NinjaZone](#).

As found on thesportsentrepreneur.com

PROBLEMS

Not planning your day's minutes.
Working hard with minimal results.
Always reacting to interruptions (phone calls, emails, texts, social media, etc...).
Not finishing tasks.
No prioritization in your tasks, or your day.
You aren't following up on action items.
Not preparing for meetings.
Leaving meetings without a plan.

SOLUTIONS

Block your calendar with time for focused, creative, pro-active, do-not-disturb (DND) time, and time for responsive, reactive time.
Set realistic time blocks, based on your energy. Be focused when your energy is highest.
Turn off all notifications while in DND mode.
Recognize momentum, and finish each task (touch it once).
Prepare for meetings and have someone take notes.
Leave meetings with action items and a timeline.

LINKS/RESOURCES

<https://www.the1thing.com/blog/time-management/the-pomodoro-method-of-time-blocking/>

<https://www.lifehack.org/articles/productivity/scheduling-time-blocks.html>

<https://www.productivesuperdad.com/block-your-time/>

<https://www.wikihow.com/Time-Block>

<https://www.makeuseof.com/tag/time-blocking-secret-weapon-better-focus/>

<http://thesportsentrepreneur.com/otis-casey-wright/>

<http://thesportsentrepreneur.com/casey-wright-batch-delegate-automate/>