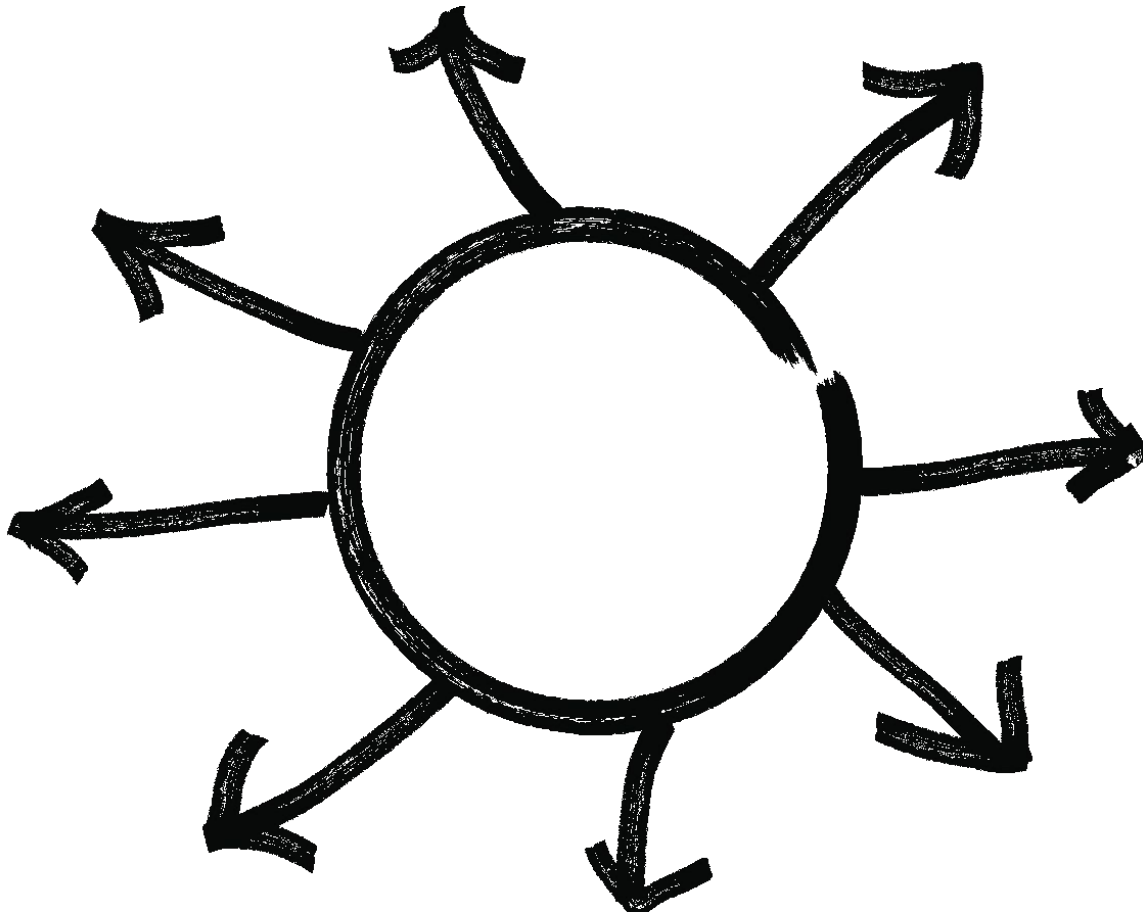


7

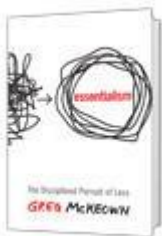
Create buffers



write down the top five items you want to get done tomorrow.

then estimate for how long you think each will take.

add 50% to each and then budget your time accordingly.



essentialism
The Disciplined Pursuit of Less
GREG MCKEOWN