

Author of *The Six Fundamentals of Success*

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STUART R. LEVINE

• • • ***CUT TO THE CHASE***


and **99** Other Rules

to Liberate Yourself and

Gain Back the Gift of Time

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• • • *CUT TO THE CHASE* every day • • •

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Focus on the priorities for the month ahead. (monthly)	2 Get in early and go home on time.	3 Use the first 20 minutes to focus the day. (daily)	4 Begin wrapping up the week by seeing what you need to have done by Friday. (weekly)	5 Take back the weekend. Tie up all loose ends and make sure you have responded to everyone. (weekly)	6 Find a time and place to reflect upon your life's purpose.
7 Spend the afternoon with your friends and family.	8 Review the week ahead and make sure the "small stuff" is covered. (weekly)	9 Make plans for the weekend. (weekly)	10 Take a walk at lunch, listen to music on the commute home, read a novel—Renew yourself! (weekly)	11 End the day by scanning your calendar to make sure you have met all your objectives. (daily)	12 Look over To-Do list for projects to "delegate."	13 Take someone out and make a special evening of it.
14 Leave a pen and paper by the bed at night to make notes about nagging issues. (daily)	15 Estimate the amount of time needed for upcoming projects.	16 Explode out of the blocks by doing something energizing for yourself before work. (daily)	17 Organize your work space.	18 Think in bullets all day. (daily)	19 Begin regular team meetings to make sure you all "have the map." Cut reports that don't add value.	20 See friends from outside your professional life.
21 Analyze your career direction. Make a list of your strengths and weaknesses as well as external opportunities and threats.	22 Think about what to cut from your schedule so you can focus on the important things.	23 At the end of the day, conduct a distraction audit. Decide how to better manage future distractions. (weekly)	24 Evaluate what's been working lately and why. (quarterly)	25 Tackle at least one nagging unfinished task. (weekly)	26 Weed out your reading pile. (weekly)	27 Get all errands organized and done by 12 p.m.
28 Get your personal finances in order. Download bank statements, pay bills.	29 Review the actual time projects took and readjust your schedule as needed for the week ahead.	30 Create a "lessons learned" file.	31 Stay in touch by meeting with a key customer or colleague. (monthly)	<p><i>CUT TO THE CHASE</i> <i>and 99 Other Rules to Liberate Yourself and Gain Back the Gift of Time</i> STUART LEVINE & ASSOCIATES LLC STUART R. LEVINE www.stuartlevine.com</p>		