



/ University of Porto

# UNLOCKING YOUR BEST YEAR

TIME MANAGEMENT, GROWTH  
AND ENJOYING THE JOURNEY

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# 1. DIRECTION

- YOU WON'T DO EVERYTHING : CHOOSE BETTER
- DEFINE GOOD ENOUGH – NO EGO MESSAGE
- HAVE A COCKPIT MAP (vs EXTERNAL GUIDANCE)

## 2. FOCUS

- NOTIFICATIONS ARE YOUR WORST ENEMY
- USE A "TUNNEL MODE" AND PACE YOUR INPUTS
- CLARIFY S.L.A.s AND HAVE AN EMERGENCY CHANNEL

# 3. ACTION-ORIENTED

- USE ACTION-ORIENTED TO-DO LIST AND COMMUNICATION
- PUT THE GENERAL TO WORK SOON IN YOUR DAY
- A MICRO STEP WILL SOLVE MOST PROCRASTINATION

# B. TEAM EFFICIENCY

- IMPROVE PACE : SLA's
- REDUCE VOLUME : OWNERSHIP
- ACTION-ORIENTED MINDSET : CENTRALIZED DASHBOARDS

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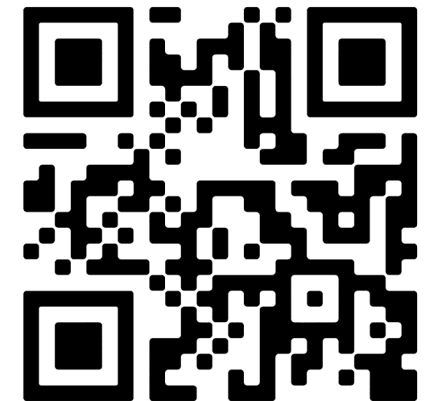


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