

# THE NOTE

## The Struggle

In your work time, are you consistently giving your time and attention to the things that are most important?

How can you be proactive about defining what it is that's important for you to do so you can make the most of your time, reduce your stress and decision fatigue, and even build momentum in doing your most important work?

## Today's Takeaways

Showing up every day is only half of it. The other half is making sure you're doing meaningful productivity.

By deciding ahead of time how you will be spending your time, it helps with:

1. Single-focusing: You're not sitting down to work at the same time you're trying to figure out *what* to work on.
2. It reduces stress because the decision-making is done ahead of time, when you're not emotional about it.
3. It builds momentum for meaningful work because you're being intentional instead of reactionary, and you're reducing the energy needed to get started every day.

# What To Do

**Today, I want you to leave a note out for yourself that is the first thing you're going to do tomorrow when you begin your work day.**

Be proactive about the most important thing you want to get done (and try to write down something that's not necessarily "urgent").

*The Elements of Focus is a free class about making time,  
finding clarity, and gaining traction in your passion.*

*Brought to you by Shawn Blanc and [The Focus Course](#).*