THE MISSING WORKDAY

Week One Core Takeaways

---

1. Finish the Small Things

If it takes under two minutes, complete it immediately.

If it takes longer, schedule it. Do not hover.

Small unfinished tasks create repeated mental pull.

2. Control Restarts

Notifications don't steal time.

Restarting work does.

- Silence non-urgent alerts.
- Check messages at set times.
- Protect one interruption-free work block daily.

3. Lock Every Decision

A decision is not real unless it has:

- **Owner**
- **Next Step**
- **Deadline.**

No owner means no closure.

4. Contain Open Loops

When waiting on someone:

- **Name it.**
- Set a follow-up **trigger.**
- Schedule the check-in.

Then stop checking.

5. Use One Entry Point

Everything gets captured in one place first.

Processing happens later.

The Win: Close loops. Reduce restarts. Contain work. That's the week.