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Strategic advisor, Peter Bregman, explains how busy people can create a plan for managing their day in just 18 minutes. Bregman works from the premise that the best way to combat constant and distracting interruptions is to create productive distractions of oneâ€™s own.

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18 Minutes: Find Your Focus, Master Distractions, and Get the Right Things Done is a worthwhile read, especially for people who need not only to manage their time better, but also ensure their time is being spent on the right things. Too often, wisdom about the proper priorities of work, family, volunteerism, and so forth is won at the expense of years (even decades) of misdirected labor and ...

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Day â€“ Plan the day to not lose anything, decide what it is you are going to do, decide what not to do as well, notate when you are going to do it tomorrow, and know your 18-minute ritual because ...

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