

# QUALITY VS QUANTITY

**CHECK EMAIL ONLY** ↩️

10:00 AM • 01:00 PM • 04:00 PM

**NO EMAIL ON EVENINGS** ❖ **NO EMAIL ON WEEKENDS**

**⚠️ EMERGENCY?** use phone

**FOCUS** ↩️

»1–3 activities max/day

**LOG** ↩️

»1–3 succinct status bullets every day

**minimize chat**  
**maximize single tasking**

**out by 5:30 pm**  
**NO EXCUSES**