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BARBARA CORCORAN'S TIPS FOR

Managing Your Busy Day

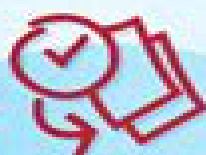
ADAPTED FROM BARBARA CORCORAN CO-FOUNDER, BARBARA CORCORAN VENTURE PARTNERS ON AMERICAN EXPRESS' OPEN FORUM



1 Divide and Conquer

I divide my world into two parts—my business and my family—and I keep them totally separate.

1



2 Take Control of Your Time

Without a good system in place, I'd feel like a jackrabbit jumping from one task to another.

2



3 Master the To-Do List

I make my to-do list before I leave my office at night, transferring items I couldn't get done that day.

3

5

5 Chunk Up Your Week

I try to identify repetitive work patterns to help me anticipate work and chunk up my tasks more effectively.



6

6 Schedule Fun Days

I schedule one fun day on a weekday each month. It's like having a little present waiting to be unwrapped.



4 Plan a Post-Travel Strategy

Business travel plays havoc with routine simply because you lose days at the office, where work happens more efficiently.

4



Busy Busy Day

Ying-Ying Zheng



Busy Busy Day:

Immerse yourself in heartwarming tales of love and emotion with Explore Love with is touching creation, **Busy Busy Day** . This emotionally charged ebook, available for download in a PDF format (*), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

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