

# INTENSITY

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*Information density in the modern world can easily lead to us feeling overwhelmed. Multitasking is very unproductive, so even if you are under pressure, try to focus on one thing while keeping the list of other things "out of mind" until complete. Taking time to rest and rejuvenate between tasks is essential. Time and task management helps. Relaxed effectiveness is the goal.*

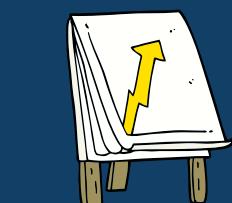
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## THE FOLLOWING DAILY DISCIPLINES SUPPORT PERFORMANCE UNDER PRESSURE:



1. Securing a deep, structured sleep habit
2. Preparing for the day with exercise and a good breakfast
3. Taking 5 minutes for a relaxation practice every morning
4. Chunking up your day – different tasks, movement and breaks
5. Turn off email and push notifications – check at defined times
6. Every hour take one minute for relaxation and breathing
7. Select at least two activities for deep Flow
8. Schedule a walking meeting with a colleague
9. Test the idea of driving productivity from calm intensity



*The calm intense version of you is far better than the busy driven version. Think about your favourite sports team and how they operate in intense situations. The best teams take regular breaks, find Flow state and stay calm in critical moments.*

*Next time someone asks if you are busy, reply: "Busy? No, I'm relaxed and in Flow."*