

9. **Discover your prime hours** so that you can schedule yourself accordingly. Do your best work at your worst times and your worst work at your best times. Are you a morning person, can't get going until your first cup of coffee, or do you jump out of bed with vim and vigor? Figure it out and work out your tasks from there.
10. **Set deadlines for everything.** If people don't know when something is due, they won't have it, and if they do know, there should be no excuses.
11. **Put all messages on a single piece of paper.** It is far easier to return calls from a single sheet rather than 20 pink slips.
12. **Use a "to-do" list to keep yourself on track and on target.** At the end of the day, transfer what is left (should only be B's and C's) and see if they are still important or can be crossed off as well.

Dr. Gayle Carson, CSP CMC, is an expert adviser and coach to CEOs and entrepreneurial managers around the world. Winner of the Best Seller Quill Award, she was inducted into the National Academy of Best Selling Authors. Selected as a "Legend of the Speaking Profession," she has appeared on all the major TV networks and appeared in USA Today, WSJ, Newsweek and hosted Entrepreneur Magazine's "Women in Business" radio show. She can be reached at gayle@gaylecarson.com

Intelligent Sample Prep Solutions Horizon technology

Efficiency • Quality • Throughput



• 1-96 samples

• No Emulsions

• 90

• Rinse sample container

• Clean on particulated samples

• No Emulsions

• End point volume detection

• In-line sample drying

Experts In: Applications • Instruments • Consumables • Technical Support
...For ALL Aqueous Samples

For more information call 603.893.3663 www.horizontechnic.com

re are only
th it—trash
e, or file it.
aper down
ile because
out food or
re also only
the end of
e ones you
nto your of-
another is a
d the third
iles are in a
needed.

og for two
en they are
des people,
Again, you
le keep in-
thers seem
ems. Figure
to educate
y can make

held when
All meetings
ne—have an
y the people
da should be
meeting with
able.

June 6,

anager.com