

LA 25EME HEURE

concentration
accélération

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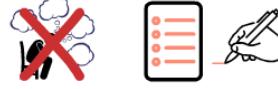
(organisation)

2. Se concentrer

11 min



- pensées parasites



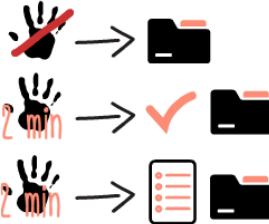
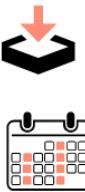
- rappels et relances



- évitez les tentations



- inbox zéro



- bureau rangé



règle 80/20



3. Accélérer

Fondamentaux



Automatisation

Speed

Twenty (80/20)

20%

80%



Q = E



Dashlane



RescueTime

