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.

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