



# Efficiency

## 7 Rules

Charles "Fish" Herring

# #1 Slay ; Don't Wound

"If I tangle with a task, I will kill it."

- Unfinished tasks aren't much better than un-started tasks
- Wounded tasks can still hurt me. Dead ones can't.
- Killing a tasks removes it completely from my queue.
- Fight through the fatigue "wall" demanding I "move on"

# #2 Patience is a Power

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“If a task will solve itself by doing nothing, let it.”

- Desire to see a task completed early can be an enemy.
- “You can't produce a baby in one month by getting nine women pregnant.” — Warren Buffett
- If a task is safely moving to completion without additional effort, redirect the effort.

# #3 Think then Slay

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“Compartmentalize task creation from task execution.”

- Wizard: Create the best plans and tasks without thinking of the pain the execution will cause me. Be thoughtful, careful, innovative and consultative in plan making. Decide if the task should be skipped, automated or delegated.
- Warrior: When executing the plan, don't make room for doubt of the plan or planner. Kill without thought, doubt or mercy.

# #4 Part with My Toys

“If delegation or automation is healthy and possible, make the investments and transfers.”

- Falling in love with a task type can hinder my growth and efficiency. If it's time for me to move it to another or to automate it, thank the task and pass it on.
- Investments in delegation and automation make my tomorrow better. It also makes others' tomorrow's better.

# #5 No Multi-tasking

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*"Multi-tasking is a sexy enemy in disguise."*

- Efficiency, focus and quality are always degraded by splitting focus.
- If moving between task, bring previous task to a safe stopping point and move fully to the new task.
- Remember rule #1 – Unfinished tasks are as useful as un-started ones.

# #6 Right Station

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“Do the right work at the right time at the right station.”

- Invest in improving primary (desk), secondary (café, hotel, client site) and tertiary (airport, plane, Uber) workstations.
- Queue work appropriate for each station.
- Do work that is ideal for the station. Wait until at the station to do the work if possible.

# #7 Rest

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“Sometimes the most effective thing I can do is take a nap.”

- My work is constrained by my diet, rest and emotions. I cannot be sustainably efficient if I neglect my rest and recovery.
- Naps, meals, water, showers, exercise, chats, meditation, recreation, and prayer all replenish my mental and martial weapons. Self-assess hourly.