

# **HOW TO WORK BETTER.**

**1 DO ONE THING**

**AT A TIME**

**2 KNOW THE PROBLEM**

**3 LEARN TO LISTEN**

**4 LEARN TO ASK**

**QUESTIONS**

**5 DISTINGUISH SENSE**

**FROM NONSENSE**

**6 ACCEPT CHANGE**

**AS INEVITABLE**

**7 ADMIT MISTAKES**

**8 SAY IT SIMPLE**

**9 BE CALM**

**10 SMILE**