

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

