

THINKER PERSONALITY TYPE

10 Day-to-Day Professional Tips

- ☐ Take time each day to set priorities and focus on doing what's most important
- ☐ Recognize what you've accomplished before you set goals for the next day
- ☐ Reward yourself for tasks you've completed
- ☐ Set short, medium and long term goals and track your progress regularly
- ☐ Share your ideas with others
- ☐ Set priorities and follow them
- ☐ Work from to-do lists
- ☐ Take a time management course
- ☐ Be direct and honest about what you can and can't do
- ☐ Earn and display one or more certificates or awards for accomplishing something you wanted to do