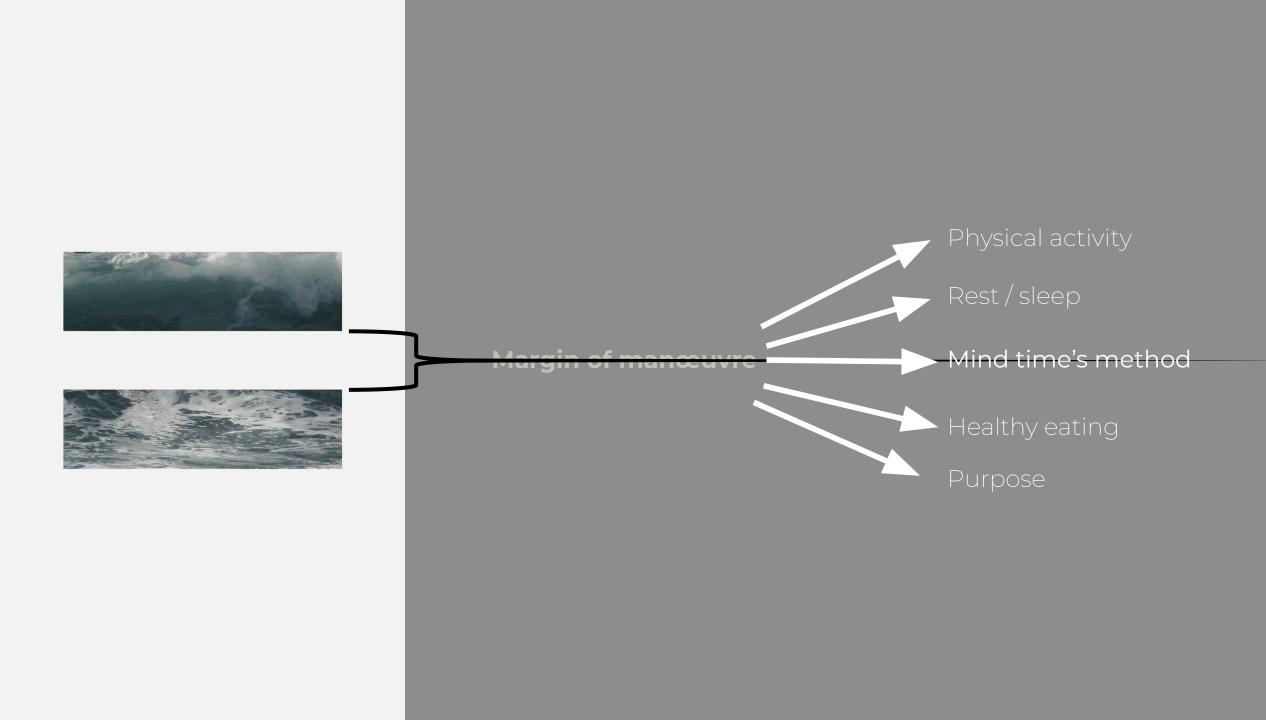
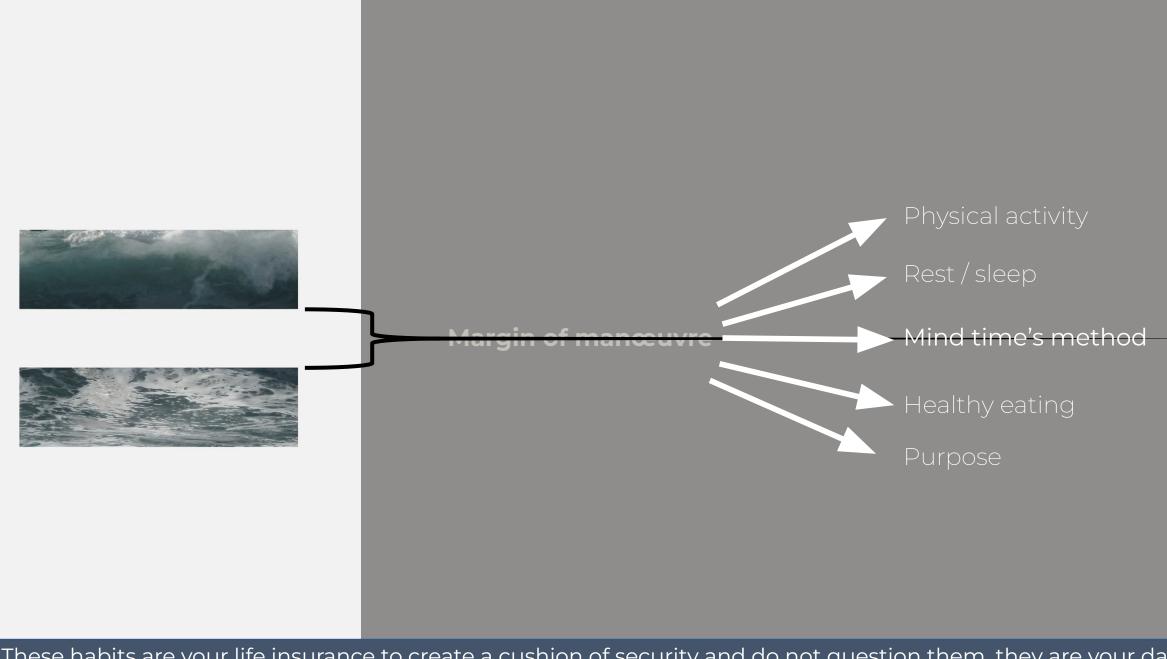






The set of strategies that allow us to find balance when the demands of everyday life increase





These habits are your life insurance to create a cushion of security and do not question them, they are your daily pillars, your landmarks.

	Important	Not important
Urgent	To do now Should not represent more than 20% of our time (if it is the case, it is due to a bad organization)	To be postponed or delegated Is it really your responsibility?
Non urgent	Productivity without burning out Constitutes our daily activities, our engineering zone (80%)	Eliminate and consciously move on Zero guilt, we name, we give up, we postpone, it is not important

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