



Action Guide

Liz Brazier

The
enchanting **Lawyer**  **Action Guide**

1. Block out your Breaks

Liz talks about how it is essential that we all take breaks when we are working – ideally one every 90 minutes to 2 hours. This helps us to stay focused and productive and avoid mistakes and lapses in creativity. Jacob explained that he blocks out his lunch breaks in his diary to ensure that he gets to rest his mind for at least an hour every day.

How Does It Apply?

Write down what breaks you currently think you take. Now look back over the last week and write down what you actually took. Try blocking out your lunch break in your diary to make sure that you get it.

2. Set your Goals

Liz describes how she helps her clients set long and short term goals. By writing them down, they are 39% more likely to achieve them, and by telling someone about them, they are 76% more likely to achieve them. By setting goals and being accountable for them, we are more likely to stay focused and get things done.

How Does It Apply?

Write down below 3 goals which you have for this week. Now show them to someone – a friend, family member or colleague. Try to do this every Monday to stay focused on the important things.

3. Write a 5-minute Journal

Liz explains how she writes a 5-minute journal every day. This not only helps her to stay focused but also lift stress and be more productive.

How Does It Apply?

Every morning write down below the answers to the following questions:

- What would make today great?
- Describe yourself throughout the day
- 3 things that you want to achieve today

Now every evening, write down the answers to the following questions:

- What was great today?
- How could it have gone better?