

WORK PRACTICE GUIDELINES:

- *Have a goal for your work. It is the catalyst for all action.*
- *Have a goal but have no achievement in sight. Let the action be the achievement.*
- *Be present – mindful. Pay attention. Return to the task at hand when your mind wanders.*
- *Work with a still mind – stilling unnecessary chatter.*
- *Do only one thing at a time.*
- *Finish what you begin now – not later.*
- *Don't judge your work or the work of others.*
- *Pay attention.*