

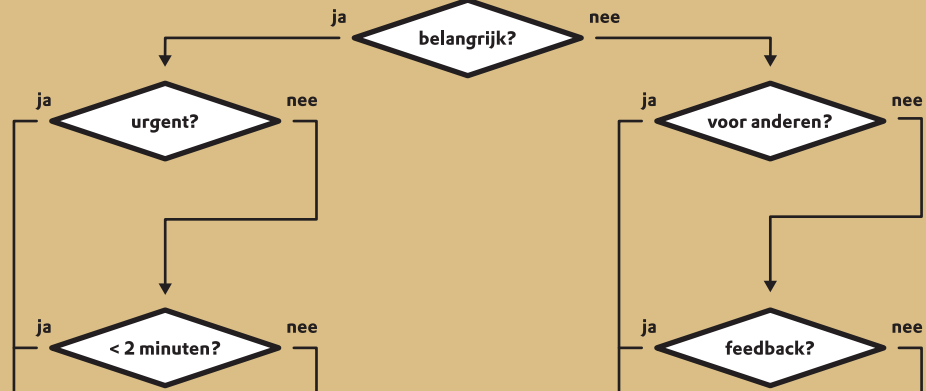
## Stap 1

Check je e-mail maar 2 tot 3 keren per dag.



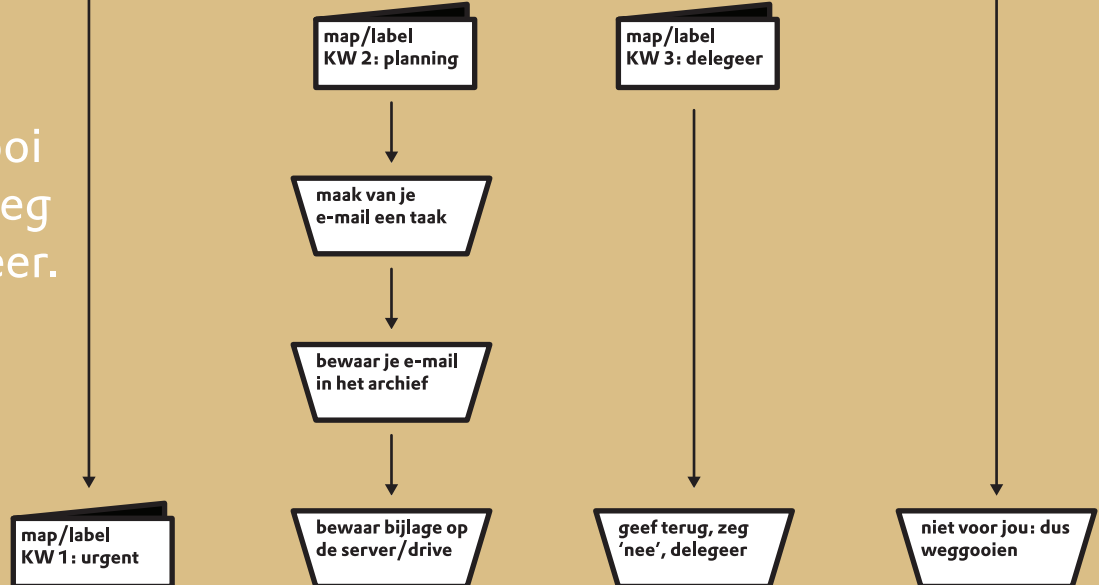
## Stap 2

Prioriteer!



## Stap 3

Plan wat jij moet doen. Gooi de rest weg of delegeer.



## Stap 4

Doen!

