Screen 1: [Dr. Michele Costanza talking] Hi, this is Doctor Michele Costanza. There are three crude rules of thumb to help you organize your job.

Screen 2: The first crude rule of thumb is for you to focus on areas of opportunities where successful performance will have the greatest impact on results.

Screen 3: The second crude rule of thumb is to use tools and data to help concentrate on areas of effectiveness more than just efficiency.

Screen 4: And the third crude rule of thumb is to ask yourself, "What can I contribute?" Instead of being preoccupied with the efforts of yourself and especially the efforts of others, contribute in a way that will positively affect performance and results.

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