



HOW TO GET INTO "DO-AND-FINISH" MODE

When we have extra time, our mind relaxes (gets off track), knocks on the door of bad habits, avoids organization, falls into improvisation, gets carried away with distractions, allows and receives any interruption...loses efficiency. And later we bitterly regret it because the end of the 8-hour shift never comes.

<http://thinkwasabi.com/2011/09/como-ponerse-en-modo-hacer-y-terminar/>

HOW TO KILL DISTRACTIONS AT WORK

If there's something preventing you from working, kill it. Do it before it goes beyond being a problem and turns into an unproductive bomb that destroys your effort, talent, effectiveness and daily work. The worst thing you can do with a distraction is not letting it take you away—we're all human—but getting distracted time and time again and doing absolutely nothing about it.

<http://thinkwasabi.com/2010/05/como-matar-las-distracciones-en-el-trabajo/>

WHY YOU can NEVER FINISH ANYTHING AND HOW TO FINALLY CHANGE IT

<http://www.fastcompany.com/3025757/work-smart/why-you-can-never-finish-anything-and-how-to-finally-change-it>

I can no LONGER START OR FINISH even THE MOST BASIC TASKS.

<http://ask.metafilter.com/240427/I-can-no-longer-start-or-finish-even-the-most-basic-tasks>