

SUCCESSFUL · DEPTH NOT DISPLAY

HOW DO YOU DO

20

things at once?

Six steps to a default week that holds.



STEP 1

2 weeks

hour by hour

LIST EVERYTHING YOU DO

Nine o'clock to ten o'clock, ten o'clock to eleven. Write down where every hour actually goes.

STEP 2

£10–15

an hour

FIND THE TASKS
SOMEONE ELSE
COULD DO

Mark every low-value task you could hand off at that rate.

STEP 3

BLOCK YOUR NON- NEGOTIABLES

Put your non-negotiables in the diary as fixed blocks, like time to go and see your mum. No work and no distractions inside the block.

STEP 4

GIVE EACH PART OF THE BUSINESS ITS OWN DAY

Dr Wasim Fazel generally keeps mentoring, teaching and MOS Solutions to Mondays, and Implant Success and Lab Success to Wednesdays. Unless it's an emergency, he won't deal with Implant Success on a Monday, his MOS day.

STEP 5

2

clinical days a week

MAKE SOME DAYS
SACROSANCT

Wasim's two clinical days, Tuesday and Friday, are sacrosanct. Nothing comes in the way of them.

STEP 6

O

work at weekends

PROTECT YOUR
WEEKENDS

Wasim's rule since he graduated: no work on a Saturday or a Sunday, unless he's in Brazil.

DESIGN YOUR DEFAULT WEEK

List two weeks, hour by hour. Hand off the £10–15 tasks. Block your non-negotiables. Give each part of the business its own day. Protect your weekends.

From Successful: Depth not Display, Episode 11, with Shaz Memon and Dr Wasim Fazel