

# CHOICE 4: RULE YOUR TECHNOLOGY, DON'T LET IT RULE YOU

## The Core 4 Mini Session

**ACT** • APPOINTMENT  
• TASK



APPOINTMENT



TASK

**FILE** • CONTACT  
• NOTES/DOCUMENT



CONTACT



NOTES/  
DOCUMENT

FOR PAPER

"EVERYTHING IN ONE PLACE."



FOR DIGITAL

"EVERYTHING IN EVERY PLACE."



	PAPER	DIGITAL		
		MOBILE PHONE	TABLET	LAPTOP/ DESKTOP
Appts.				
Tasks				
Contacts				
Notes/ Documents				

## CHOICE 4: RULE YOUR TECHNOLOGY, DON'T LET IT RULE YOU

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What is one improvement you could make in your Core 4?

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### NOTES AND TAKEAWAYS

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