

It's incredibly difficult to put the hardest task first on your to-do list. It's contrary to human nature. Trust me, I usually love to tackle the easiest task to start the day, to develop some forward momentum and sense of accomplishment. It's wrong. Instead, go for the hardest item on your to-do list first.

It's very important to build your day around it. It is, hands down, the most efficient way to create value in your organization on a routine basis.

Plus, it's an incredible stress reliever.

Once you do the hardest task first, the rest of your day magically opens up. Things get easier after that. There is an incredible lightness that comes when the most challenging task is done and out of the way. The other, mundane tasks suddenly become easier. You'll know it.

Your schedule frees up, too, once the most challenging item gets done.

Try it and see if you don't agree. You will be much more productive and less stressed-out every day.