

English for Business

Level 5

الإنجليزية للأعمال
المستوى الخامس





Negotiations Idioms

المفاوضات
التعبيرات الاصطلاحية

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Agreement in Principle اتفاق من حيث المبدأ

- Meaning: In a negotiation, an agreement in which not all details have been worked out
- Example: I think we have an agreement in principle. Our staff can work out all the details.

An Offer One Can't Refuse عرض لا يمكن رفضه

- Meaning: An extremely attractive offer
- Example: The organization made me an offer I couldn't refuse: a \$4,000-a-year fund raise and a reduction in my workload.

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Back and Forth ذهاباً وإياباً

- Meaning: Dialogue, negotiations
- Example: We went in with a strong position, but after the back and forth we were left with a proposal that won't let us make a profit.

Come to Terms with (Something) القبول بوضع غير جيد

- Meaning: Feel acceptance toward something bad that has happened
- Example: I've come to terms with the fact that Maria was promoted ahead of me. She's done a good job.

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Draw a Line in the Sand إصدار تحذير

- Meaning: Issue an ultimatum; specify an absolute limit in a conflict
- Example: The president drew a line in the sand, threatening war if the competitor company did not act ethically.

Drive a Hard Bargain التفاوض بفاعلية

- Meaning: To negotiate effectively
- Example: At first I wasn't ready to accept your offer for the house. But you drive a hard bargain.

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Drive a Wedge Between يجعل الناس تنقسم —دق إسفين بين الناس

- Meaning: Try to split factions of a united group by introducing an issue on which they disagree
- Example: He's trying to drive a wedge between us by bringing up politics, but we've always accepted that we can have separate views and still be coworkers.

Give and Take اعط وخذ

- Meaning: Negotiations, the process of compromise
- Example: Most people thought government workers would go on strike, but after a good deal of give and take, negotiators announced an agreement including a hike in wages and increased vacation time.

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Stand One's Ground يصبر على موقف واحد

- Meaning: Refuse to back down; insist on one's position
- Example: The company is threatening to lock the doors if we don't agree to pay cuts, but I think we should stand our ground.

Sweeten the Deal تحلية الصفقة

- Meaning: Add something to an offer during a negotiation
- Example: What if we sweeten the deal? It would be good to end the strike before the holidays.

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Sweetheart Deal صفقة رائعة

- Meaning: A very favorable arrangement given because of friendship or close connections
- Example: We got a sweetheart deal on the road contract because my uncle works for the highway department.

Trial Balloon اختبار رد فعل شخص ما أو الجمهور

- Meaning: A test of someone's or the public's reaction
- Example: The leaks of the new reductions were intentional. They were a trial balloon.

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

#	Idiom	Meaning	#	Idiom	Meaning
1	Agreement In Principle	• اتفاق من حيث المبدأ	7	Drive a Wedge Between	• دق إسفين بين الناس – يجعل الناس تنقسم
2	An Offer One Can't Refuse	• عرض لا يمكن رفضه	8	Give and Take	• اعط وخذ
3	Back and Forth	• ذهاباً وإياباً	9	Stand One's Ground	• يصبر على موقف واحد
4	Come to Terms with (Something)	• القبول بوضع غير جيد	10	Sweeten the Deal	• تحلية الصفقة
5	Draw a Line in the Sand	• إصدار تحذير	11	Sweetheart Deal	• صفقة رائعة
6	Drive a Hard Bargain	• التفاوض بفاعلية	12	Trial Balloon	• اختبار رد فعل شخص ما أو الجمهور

Idioms for Negotiation

التعبيرات الاصطلاحية للتفاوض

Trial Balloon
A test of someone's
or the public's
reaction



Back And Forth
Dialogue,
negotiations



**An Offer One
Can't Refuse**
An extremely
attractive offer



**Come to Terms
With**
Feel acceptance toward
something bad that
has happened



**Draw a Line in
the Sand**
Issue an ultimatum;
specify an absolute
limit in a conflict



**Drive a Hard
Bargain**
To negotiate
effectively



Give and Take
Negotiations, the
process of
compromise



Sweeten the Deal
Add something to an
offer during a
negotiation



Stand One's Ground
Refuse to back
down; insist on one's
position



Negotiation Tips on How to Get a Head Start

نصائح لتكون سباق في المفاوضات

- Conducting an effective negotiation is possible if we know how to start negotiating with an advantage. One of the keys to sweeten the deal is to do some research in advance to learn more about our interlocutor. Take note of these four basic negotiation tips to achieve effective negotiations:

1- Gather information

- Regardless of the negotiating tip we use or our style as negotiators back and forth, we will need to gather information to know who we are interacting with, what kind of proposals we can make in the process and what we can expect from our competition.
- The most common mistake we can make when starting a negotiation process is to give the impression of not knowing how to manage the meeting or even not knowing enough about our interlocutors. If this is perceived by the other party, they will automatically take control of the negotiation and we will be at a disadvantage.

Negotiation Tips on How to Get a Head Start

نصائح لتكون سباق في المفاوضات

2- Set your goals in the negotiation

How can we know what type of information we must obtain to carry out an effective negotiation? To answer this question, we bring you this negotiation tip: we need to be clear about what we want to achieve in order to reach an offer one can't refuse. If we do not know where we want to get, we will not know which way to go.

- Define your goals.
- Clearly state what situations you would like to settle with an agreement
- Identify the points that are especially important for you
- Define which will be the unifying thread of your proposal.
- Note that the same goal can be achieved in different ways.

Negotiation Tips on How to Get a Head Start

نصائح لتكون سباق في المفاوضات

3- Find out about the interests of the other party to drive a hard bargain

The next step is to know what it is that the other party wants to achieve. That is the most valuable piece of information that we can get access to: we must start by finding out what the goals of the other party are, as well as their interests and motivations.

- Important: doing research is the most valuable negotiation tip, but it takes time and effort. In return, we will face the negotiation process with good guarantees of success.

Negotiation Tips on How to Get a Head Start

نصائح لتكون سباق في المفاوضات

4- Present written documentation

- Another important negotiation tip to consider is providing documentation at the start of the negotiation that will help in achieving an agreement in principle. If we present in writing part of that information we have gathered, it will give us power, since most likely the other party has not done so, and therefore we will lay a firm foundation that will benefit us: with written information, it will be easier to defend our interests.
- One of the fundamental reasons why written information guarantees an effective negotiation is because, when negotiating, verbal arguments are not always enough.
- The more written documentation we provide, the more legitimacy we will enjoy when presenting our position. That is why it is essential to know how to obtain information and have clear and objective documentation to support our reasons.

Questions on Negotiation

أسئلة حول المفاوضات

- Would you explain the reasons for your position?
- Is there any reason you can't?
- Why do you think this is a fair and reasonable term or condition?
- Why is that point or provision important?
- What part of my proposal gives you the most concern?
- What documentation or proof do you have to validate your position?
- What else do you think I should know?
- What alternatives have you looked at?
- What do you want to achieve from this deal?



Problems & Difficulties Idioms

المشاكل والصعوبات
التعابير الاصطلاحية

Idioms for Problems & Difficulties

التعابير الاصطلاحية للمشاكل والصعوبات

(An) Uphill Climb عملية صعبة

- Meaning: A difficult process
- Example: Winning back our trust after stealing is going to be an uphill climb, but we think you can do it if you're careful to act with honesty.

(The) Last Straw القشة الأخيرة

- Meaning: A problem or insult that finally demands a response
- Example: It's always annoying when Rudy brings food to his office, but today he brought a smelly fish. That's the last straw – I'm going to complain to the boss.

Idioms for Problems & Difficulties

التعبيرات الاصطلاحية للمشاكل والصعوبات

Above Water الحمد لله إننا عايشين – أحسن من غيرنا

- Meaning: Not in extreme difficulty. Especially said of finances.
- Example: We're not rich, but we're keeping our heads above water.

Come out in the Wash كل شيء سيكون على ما يرام

- Meaning: To be resolved with no lasting negative effect
- Example: Right now it seems as though you have a lot of problems, but don't worry – it will all come out in the wash.

Idioms for Problems & Difficulties

التعابير الاصطلاحية للمشاكل والصعوبات

Cut Corners اخفض جودة المنتج

- Meaning: Economize by reducing quality; take shortcuts
- Example: Let's not cut corners on the roofing materials – with the rainstorms around here, we'd regret it later.

Cut the Gordian Knot حل مشكلة معقدة بطريقة بسيطة

- Meaning: To solve a complex problem in a simple way.
- Example: William often sees simple solutions when the rest of us are struggling with details.
He has a talent for cutting the Gordian knot.

Idioms for Problems & Difficulties

التعبيرات الاصطلاحية للمشاكل والصعوبات

Get to Grips with فهم شيء ما والتعامل معه

- Meaning: To begin to understand and deal with something
- Example: I think it's time we got to grips with the problem of increasing competition.

Head (Go) South يزداد الأمور سوء

- Meaning: Decline, get worse
- Example: The markets all headed south after the bad economic news.

Idioms for Problems & Difficulties

التعبيرات الاصطلاحية للمشاكل والصعوبات

In a Jam في موقف صعب

- Meaning: In need of help, in a difficult spot
- Example: My roommate said he was in a jam and needed to borrow twenty dollars, so I lent it to him.

In Hot Water في مشكلة

- Meaning: In need of help; in trouble
- Example: Cathy is in hot water with her department manager after she blew that sales presentation.

Idioms for Problems & Difficulties

التعبيرات الاصطلاحية للمشاكل والصعوبات

Red Tape المتطلبات البيروقراطية أو الحكومية الصعبة

- Meaning: Bureaucracy; difficult bureaucratic or governmental requirements
- Example: The amount of red tape involved in building something in this city is unbelievable.

Start with a Clean Slate بداية جديدة

- Meaning: To start (something) again with a fresh beginning; to work on a problem without thinking about what has been done before
- Example: We've reached a dead end with this project. I think it's best to wait until next week and start with a clean slate.

Idioms for Problems & Difficulties

التعبيرات الاصطلاحية للمشاكل والصعوبات

Stumbling Block

- Meaning: An obstacle, physical or abstract
- Example: I enjoy this job, but the social aspects of it are hard – shyness has always been a stumbling block for me.

Think outside the Box فكر بطريقة خلاقة

- Meaning: Try to solve a problem in an original way; think creatively
- Example: Our product line is getting stale. We need to think outside the box and come up with creative new products.

Idioms for Problems & Difficulties

التعبيرات الاصطلاحية للمشاكل والصعوبات

#	Idiom	Meaning	#	Idiom	Meaning
1	(An) Uphill Climb	عملية صعبة	8	Head (Go) South	يزداد الأمور سوء
2	(The) Last Straw	القشة الأخيرة	9	In a Jam	في موقف صعب
3	Above Water	أحسن من غيرنا – الحمد لله إننا عايشين	10	In Hot Water	في مشكلة
4	Come Out in the Wash	كل شيء سيكون على ما يرام	11	Red Tape	المتطلبات البيروقراطية أو الحكومية الصعبة
5	Cut Corners	اخفض جودة المنتج	12	Start with a Clean Slate	بداية جديدة
6	Cut the Gordian Knot	حل مشكلة معقدة بطريقة بسيطة	13	Stumbling Block	حجر عثرة
7	Get To Grips With	فهم شيء ما والتعامل معه	14	Think Outside the Box	فكر بطريقة خلاقة

Idioms for Problems & Difficulties

التعابير الاصطلاحية للمشاكل والصعوبات

In Hot Water
In need of help; in trouble



Head (Go) South
Decline, get worse



(An) Uphill Climb
A difficult process



Red Tape
Difficult bureaucratic or governmental requirements



(The) Last Straw
A problem or insult that finally demands a response



Above Water
Not in extreme difficulty. Especially said of finances.



Cut Corners
Economize by reducing quality; take shortcuts



Think Outside the Box
Try to solve a problem in an original way; think creatively



In a Jam
In need of help, in a difficult spot



Why Challenges & Problems Are Important In Life?

لماذا التحديات والمشاكل مهمة في الحياة؟

- In 2006, together with two business partners, I started a property company. The company grew exceptionally in its first year. However, in 2007 when the global financial crisis struck, the property business and our company was in a hot water. For the next year we encountered an endless number of problems and worked day and night to get grips with and keep control of the company and our property portfolio. These problems were tough and tiresome, and in the darkest hours we wondered if they would ever end.

Why Challenges & Problems Are Important In Life?

لماذا التحديات والمشاكل مهمة في الحياة؟

- We managed to work ourselves out of the problems by never giving up, by facing them head on, instead of ignoring them, and by always looking for new ways to deal with the problems.
- In retrospect, the problems and the way we dealt with them became important and valuable experiences, both personally and in business.
- In 2014, when the global oil crisis struck, I worked as a senior manager in a major international company within the oil industry. Companies in the oil industry around the world were struck hard with the sudden and brutal drop in new orders.

Why Challenges & Problems Are Important In Life?

لماذا التحديات والمشاكل مهمة في الحياة؟

- Through 2015, we were in a jam; my management team and I had to downsize from 120 to 45 people. This was a 62% reduction in the staffing, with several exceptionally- skilled people losing their jobs. It was a tough challenge both practically and emotionally. Instead of seeing it as a problem, I decided to see it as the most important and rewarding leadership challenge and experience I had been given so far.

Why Challenges & Problems Are Important In Life?

لماذا التحديات والمشاكل مهمة في الحياة؟

- There are not many ways you get to test your leadership skills in a more challenging way than to be responsible for a major downsizing and complete it in a proper and respectful manner. This change of mind-set, which I saw as a unique leadership experience, was the last straw that made me place a high degree of focus, dedication and energy into making the process as fair and good as possible. The downsizing process was inevitable, so the problem was just as real, but by making a positive mental shift and focusing on the things I could still control, I dealt with the problem and process in a much better way, which strengthened me as a person and as a leader.

Why Challenges & Problems Are Important In Life?

لماذا التحديات والمشاكل مهمة في الحياة؟

- Challenges and problems are important parts of life that give you experiences, make you learn, think outside of the box, and help you to become wiser and stronger. Problems make us grow and shape us. The biggest problem people have is that they hope for a life without problems. This is an impossible goal, and would lead to a boring life without character. We will all have problems – small or large – the difference is how we deal with the problems and challenges that occur.
- So don't run away from the problems and challenges you are facing in life. Don't ignore them or try to hide from them. Face them. Deal with them. Start with a clean slate. The greatest growth in life and the most important lessons you will learn will come when you face and deal with a serious challenge or problem. Regardless of the result, value the experience and personal growth.

Questions on Problems & Difficulties

أسئلة حول المشاكل والصعوبات

- Did you play any part in creating this problem?
- Are you doing anything now that might be making things worse?
- Are you waiting for someone else to step in and fix things for you?
- Have you successfully addressed similar problems in the past?
- Can you visualize yourself getting through this?
- You're getting caught up in "what if" scenarios, can you remember other times when you imagined all the horrible things that could happen and none of them did?



10 Questions to Ask Yourself to Stay Positive when Facing Difficulties

10 أسئلة اسألها لنفسك لتبقى إيجابياً عند مواجهة الصعوبات

1. Am I still breathing?
2. What is my part in this?
3. What is in my control?
4. What is out of my control?
5. What is my emotional state?
6. What is the most important thing I can do right now?
7. What can I learn from this?
8. Am I taking care of myself?
9. What are my choices?
10. Will this matter 5 years from now?



Schedules & Planning Idioms

التشغيل والتخطيط
التعبيرات الاصطلاحية

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

(Do Something) By the Book وفقاً للإجراء المتبع

- Meaning: According to the established procedure
- Example: Why don't you do the programming job by the book for the first few times?
Later you can try out your own ideas.

(In the) Fullness of Time في نهاية المطاف

- Meaning: Eventually, when appropriate; after you wait patiently
- Example: Cynthia seems completely lost in her new position, but in the fullness of time
I'm sure she'll develop into a fine employee.

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

After the Fact بعد فوات الأوان

- Meaning: Too late; after something is completed or finalized.
- Example: Yes, Bob distributed a PowerPoint presentation, but he did it after the fact – we had already heard everything in it during the meeting.

Against the Clock على مدار الساعة

- Meaning: Forced to hurry to meet a deadline
- Example: We're racing against the clock to finish the ad campaign. We may have to work all night!

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Ahead of the Game إحرارز تقدم أسرع من المتوقع

- Meaning: Making faster progress than anticipated; ahead of schedule
- Example: We're ahead of the game. We've already finished unit 1 in the group project, and everyone else is still working on it.

Back to the Drawing Board اضطر لبدء شيء من جديد

- Meaning: Forced to begin something again
- Example: The currency devaluation has completely changed the situation, and all our work has been wasted. Back to the drawing board!

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Back to the Salt Mines لقد حان الوقت للعودة إلى العمل

- Meaning: It's time for me (us) to go back to work.
- Example: Well, our lunch break has now lasted more than an hour. Back to the salt mines!

Burn the Midnight Oil العمل لوقت متأخر من الليل

- Meaning: Working late into the night
- Example: I'll be burning the midnight oil tonight, but I guarantee I'll finish the paper before tomorrow's meeting at 9.

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Business as Usual الرجوع للوضع الطبيعي

- Meaning: A normal situation, typically restored after some change.
- Example: I was on a busy schedule at the beginning of the year, but now it's back to business as usual.

Busman's Holiday عطلة العمل

- Meaning: A working vacation
- Example: I'm going to Mallorca next week, but I'm afraid it'll be something of a busman's holiday – I'm bringing work.

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Call it a Day توقف عن العمل

- Meaning: Decide that one has worked enough on something for the day
- Example: We finished two-thirds of the presentation, and we're tired. Let's call it a day and start again in the morning.

Crunch Time وقت الذروة

- Meaning: A period of high pressure when one has to work hard to finish something
- Example: It's crunch time. I have three exams next week, so I can't go out with you. I have to study.

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Cut it Fine أن تفعل شيئاً في اللحظة الأخيرة

- Meaning: To do something at the last moment
- Example: You're really cutting it fine, aren't you? The report is due at noon, and you're still working on it.

Eleventh Hour اللحظة الأخيرة

- Meaning: The last minute
- Example: Brad will wait until the eleventh hour before starting a project, but he always finishes on time.

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

In the Works قيد التطوير، قريبا

- Meaning: Under development; coming soon
- Example: If you don't like the current Honda Accord, be patient: a new version is in the works.

Kick the Can Down the Road تأجيل قرار مهم

- Meaning: Postpone an important decision
- Example: Sure, we can kick the can down the road by making minimum payments on the debt, but wouldn't it be better to solve the problem now?

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Pencil Something In اتخاذ الترتيبات الأولية

- Meaning: Make tentative arrangements
- Example: Why don't we pencil in the 24th for our meeting? I can probably make it. I'll let you know for sure tomorrow.

Sit On (Something) تأخير الكشف عن أمر ما

- Meaning: Delay revealing or acting on something
- Example: That's a valuable piece of information you have about the company's stock price.
Could you sit on it until tomorrow so I can get some money together?

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Sneak Peek إلقاء نظرة خاطفة

- Meaning: A sneak peek is an opportunity to view something in advance of its official opening or debut.
- Example: The new stadium isn't open yet, but the city is opening it for a sneak peek today – let's go!

Take Five (Ten) دقائق (عشر) خذ استراحة قصيرة من خمس

- Meaning: Take a short break of five (ten) minutes
- Example: OK, we've been going at this for two hours. Why don't you all take five while I call headquarters and update them?

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

Thank God It's Friday (TGIF) لنكن سعداء بأن أسبوع العمل قد انتهى

- Meaning: Let's be happy that the workweek is over!
- Example: TGIF! I don't want to think about work again until Monday morning.

You Snooze, You Lose إذا تأخرت، فستفوتك الفرصة

- Meaning: If you delay or are not alert, you will miss opportunities.
- Example: Sorry, the stoves that are on sale are already sold out. You snooze, you lose!

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

#	Idiom	Meaning	#	Idiom	Meaning
1	(Do Something) By the Book	وفقاً للإجراء المتبع	7	Back to the Salt Mines	لقد حان الوقت للعودة إلى العمل
2	(In the) Fullness of Time	في نهاية المطاف	8	Burn the Midnight Oil	العمل لوقت متأخر من الليل
3	After the Fact	بعد فوات الأوان	9	Business as Usual	الرجوع للوضع الطبيعي
4	Against the Clock	على مدار الساعة	10	Busman's Holiday	عطلة العمل
5	Ahead of the Game	إحراز تقدم أسرع من المتوقع	11	Call it a Day	توقف عن العمل
6	Back to the Drawing Board	اضطر لبدء شيء من جديد	12	Crunch Time	وقت الذروة

Idioms for Schedules & Planning

التعبيرات الاصطلاحية للتشغيل والتخطيط

#	Idiom	Meaning	#	Idiom	Meaning
13	Cut it Fine	أن تفعل شيئاً في اللحظة الأخيرة	18	Sit On (Something)	تأخير الكشف عن أمر ما
14	Eleventh Hour	اللحظة الأخيرة	19	Sneak Peek	إلقاء نظرة خاطفة
15	In the Works	قيد التطوير ؛ قريباً	20	Take Five (Ten)	خذ استراحة قصيرة من خمس (عشر) دقائق
16	Kick the Can Down the Road	تأجيل قرار مهم	21	Thank God It's Friday (TGIF)	لنكن سعداء بأن أسبوع العمل قد انتهى
17	Pencil Something In	اتخاذ الترتيبات الأولية	22	You Snooze, You Lose	إذا تأخرت، فستفوتك الفرصة

Idioms for Schedules & Planning

التعابير الاصطلاحية للتشغيل والتخطيط

By the Book
According to
established procedure



Pencil Something In
Make tentative
arrangements



Against The Clock
Forced to hurry to
meet a deadline



Back to the Drawing Board
Forced to begin
something again



Busman's Holiday
A working vacation



Burn the Midnight Oil
Working late into the
night



Back to the Salt Mines
It's time for me (us) to
go back to work.



Eleventh Hour
The last minute



In the Works
Under development;
coming soon



How to Schedule your Day for Peak Creative Performance?

كيف تـجدول يومك لأداء إبداعي أعلى؟

About four years ago I started working for myself, a decision kicked the can down the road. I wanted the freedom and flexibility to own my schedule and the space to bring my ideas to life.

One of the biggest challenges was **structuring** my time so I was fully **experiencing** the benefits of working for myself while also being as creative and productive as possible. Against the clock, the idea of systems and planning made me cringe. I felt like they would hold back my creative potential. Eventually, organization and effectiveness challenges piled up and I decided to give the structure a try.

I wondered:

- How do I balance client service with working on my own ideas?
- How do I avoid **interruptions** that **mess** with my creative **flow**?
- How do I stop **putting off** the **stuff** I hate but still have to do?

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In my first attempt, I mapped out my day hour by hour, squeezing in all the elements of what I defined as an “ideal day.” After a few weeks, I ended up feeling like a robot and the predictability was anything but inspiring.

That’s when I penciled in to zoom out and think more about the categories of an ideal day and how I can make my time in the works to be most effective.

My problem became more clear: How do I make sure I’m getting stuff done, taking care of myself, making time from for play, and actively pushing myself outside my comfort zone?

That’s in the eleventh hour when I developed a framework called “Work, Play, Fit, Push.” Hanging from my wall, it looks like:

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ARQES WORK play fit push weekly						
MON	TUES	WED	THURS	FRI	SAT	SUN
WORK						
1- FAST CO 2- HAK POST 3- SPEECH OUTLINE	1- CALLS 2- INVESTMENT DECK 3- 1	1- INVESTMENT DECK 2- 3- ↓	1- CALLS 2- SMILEY/ BOLD 3.0 3- TALK OUTLINE	FLY TO CHICAGO FINALISE TALK	SPEAK @ NORTHWESTERN	relax & enjoy
Play						
community dinner	frisbee	cafe hop	Nature walk	dance	show Fashad Chicago & see Mum	Chitown adventure
fit						
RUN	rock climb	RUN	boot camp	traveling/ dance	Run w/ F	city walk
push						
email BB	volunteer outside	give client feedback	send deck v2 feedback	Apply for A.F. speaking opp	speaking	no tech
PRIORITIES: > Mail investor's deck content > Write 2 articles: FastCo & HBR > Finalise speech for Northwestern talk > Get bold 3.0 in motion w/ Smiley > Move & sweat every day > Show Fashad amazing time in Chicago						

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1. Set priorities on Sunday.

Every Sunday, I sit down and map out my week. Instead of defining the hour-by-hour of each day, I outline my weekly priorities and what I want to have accomplished by the following busman's holiday.

2. Map out work, play, fit, and push.

Work: For each day, I outline my “Top 3,” meaning the three most important things I will have accomplished by the end of the day. Sometimes I’ll map out the entire week on Sunday because my priorities are super clear. Other times, I’ll decide on my Top 3 on a day-by-day basis.

- **Play:** I’ve found that play enables me to self-express, reflect, and give my ideas space, which shows up positively in my work. Making time to create art, get into nature, go on photo walks, read poetry, skip down sidewalks and the like puts me in a constant state of curiosity and flow.
- **Fit:** Movement keeps ideas moving forward so I aim to move my body for at least 30 minutes each day.
- **Push:** Since learning and growth is important to me, I do something that scares me (almost) every day. This may be asking someone whom I deeply respect for an interview or writing about a topic that makes me feel vulnerable.

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- 3. Batch your days.

Batching actions into specific days and creating time for creativity has been a huge game changer for me. Here's how I break down my schedule.

- **CREATE on Monday/Wednesday/Friday:** I create holes in my schedule for thinking and creating. On these days, instead of thinking about how to spend my time in advance, I pay attention to my body and take tens as needed.
- **CALLS and MEETINGS on Tuesday/Thursday:** When possible, I avoid phone calls and meetings because I find them typically unproductive and often easy to solve via email. I set aside three hours on Tuesday and Thursday for meetings, and once these spots are filled, I say no. There are, of course, occasional exceptions.
- “Hate you but have to do you” is saved for Wednesday morning: Sneak peek, things like paying bills, clearing out my email inbox, and the like, take up just one morning.
- **SPONTANEOUS Saturday:** With so much structure, I make room for spontaneity. On Saturday, I let go and go where the day takes me. Balancing structure with a day of free-spiritedness makes me feel whole.

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INTENTIONAL Sunday: Become ahead of the game; plan for the week ahead.

Above all, when it comes to reaching peak creative performance, it's all about experimenting to figure out what works best for you.

Questions on Schedules & Planning

أسئلة حول التشغيل والتخطيط

- How do you organize, plan, and prioritize your work?
- Does this task align with our goals?
- Who are all the parties involved?
- Is this the best time to complete this task?
- What is our backup plan?
- How is our scheduling done – manually or automatically?
- How will we know what we accomplished?
- What time frame should our plan cover?
- How often should we review progress on our plan?

شكراً لكم