**Speeding up by slowing down**

Do we all work at the same pace? Should you try to work faster? There are benefits to working slower... find out more in this episode of the podcast.

If you have ideas for future episodes please send them to steve at philofaxy dot com

**Show Notes**(timings approximate)

00:00 - Introduction

01:00 - In praise of slow living

03:20 - Working faster by going slower

05:15 - Start as you mean to go on

07:00 - Doing things in small bites

11:00 - Collecting information in your planner

12:00 - Avery or Filofax sheets for printing address lists... please

13:00 - Getting from A to B in doing a project

14:00 - Inactivity is not wasted time

16:00 - I don't know... not knowing the answer but knowing where to find the answer is more important

20:00 - Writing gives you time to think

21:00 - Fear of starting a new notebook

23:00 - Taking breaks are not wasted time

25:00 - Planning your work hours

27:00 - Take regular breaks

28:00 - Final thoughts