

Top Tips to Increase Your Productivity

Many of you will be starting your internet business whilst holding down a full time job so learning how to get the most out of your day and your hours is absolutely essential.

The one thing that makes successful entrepreneurs stand out from the crowd is that they have a rule to prioritise on profit producing tasks which means that your productive time **MUST** be spent on tasks that will generate you income and profit!

You will need to exert willpower to follow through and make things happen and to form habits that help you to achieve the success you desire.



Top Tips

Keep a Notebook of ideas

It's really easy to get distracted by a "brainwave" whilst in the middle of a task and you can end up spending valuable time on it when you should be concentrating on the task in hand. Therefore having a notebook just to write the idea down in is very useful.

Set Daily Goals

It is often the case that we get overwhelmed with "big" tasks and end up not achieving very much at all. Best advice is to make a list of between 3 and 5 small goals you want to achieve each day. Make the list last thing at night or first thing in the morning.

With all the technology available it is easy to do this online but you cannot beat writing it down on paper as it really helps to focus your mind. As you cross off each task it really makes you feel like you have achieved something.

"De-clutter" Your Desk / Office Space

Get your office space tidy. A tidy office equals a tidy mind and you won't be distracted by "stuff" on your desk. This equally applies to having loads of applications open on your computer! Shut it down. It will make a real difference to your concentration levels.

Limit Email Access

This is the single biggest distraction. Checking email first thing in the morning is best avoided because your productive time gets eaten up by answering emails, clicking links and generally getting distracted. DO NOT check email during the day. Close your email program or the browser window for your email. Two checks a day is your goal.

Email Tasks

Add tasks from your email to your “To Do” list so you don’t have to go back to your email to check them again.

Limit Social Media

Using social media for your business is an important component so set aside specific time for this as like email, it can be a huge distraction. If you use Facebook socially as well then plan to do this outside of your business time.

Learn to Say No

This is a difficult one. To stay productive during your available time make sure you do not get interrupted. Learn to say NO! That means only saying “yes” to tasks that you can fit into your day alongside your other goals that you have set.

Avoid Procrastination

Get the worst job done first thing. Brian Tracey uses the analogy of “*eating a frog*” to deal with procrastination. Getting the most distasteful job done first means it won’t be niggling away at you for the rest of the day.

Use the 80:20 Rule

80% of your time should be spent DOING. No more than 20% of your time should be spent LEARNING.

Personal To Do List

Keep this separate from your business To Do List. Personal tasks are important but be careful that they don’t overflow into your business time.

Schedule Calls

Make sure that you set times each day / week for appointments with business partners etc. Keeping a calendar organised will help your productivity no end.

If you implement these tips you will increase and most likely double your productivity and setting up good business practices is just as important as your marketing strategies!

Whether you have 2 hours a day or 8 hours a day to work on your business make every minute count!

Form a Habit

Forming habits is absolutely essential to ensure your success. There is a 30 day habit cycle and once you know where the pitfalls are the easier it will be to keep on track.

Between day 1 and day 3 you are super motivated and inspired to move forward and everything is going to plan. Between day 4 and day 6 your enthusiasm dwindles and may fizzle out all together. Assuming you have managed to get through that first barrier, by the time you get to day 10 you will most likely be making excuses for why things are not going to plan. Now it is this excuse stage that is critical. If you can break through this barrier and continue to be super motivated for the next 10 – 15 days then you will most likely keep going and get past the 30 day barrier. Now you have formed a habit and can perform at your peak.

Use our Productivity Plan to map out your week and get the most out of “**your time**”

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|------------|------------|------------|------------|------------|------------|------------|
| 07.00 | | | | | | | |
| 07.30 | | | | | | | |
| 08.00 | Travel | Travel | Travel | Travel | Travel | | |
| 08.30 | Travel | Travel | Travel | Travel | Travel | | |
| 09.00 | Work | Work | Work | Work | Work | | |
| 09.30 | Work | Work | Work | Work | Work | | |
| 10.00 | Work | Work | Work | Work | Work | Productive | Productive |
| 10.30 | Work | Work | Work | Work | Work | Productive | Productive |
| 11.00 | Work | Work | Work | Work | Work | Productive | Productive |
| 11.30 | Work | Work | Work | Work | Work | Productive | Productive |
| 12.00 | Work | Work | Work | Work | Work | | |
| 12.30 | Work | Work | Work | Work | Work | | |
| 13.00 | Work | Work | Work | Work | Work | | |
| 13.30 | Work | Work | Work | Work | Work | | |
| 14.00 | Work | Work | Work | Work | Work | | |
| 14.30 | Work | Work | Work | Work | Work | | |
| 15.00 | Work | Work | Work | Work | Work | | |
| 15.30 | Work | Work | Work | Work | Work | | |
| 16.00 | Work | Work | Work | Work | Work | Productive | Productive |
| 16.30 | Work | Work | Work | Work | Work | Productive | Productive |
| 17.00 | Work | Work | Work | Work | Work | Productive | Productive |
| 17.30 | Travel | Travel | Travel | Travel | Travel | Productive | Productive |
| 18.00 | Travel | Travel | Travel | Travel | Travel | Productive | Productive |
| 18.30 | | | | | | | |
| 19.00 | | | | | | | |
| 19.30 | | | | | | | |
| 20.00 | Productive | Productive | Productive | Productive | Productive | | |
| 20.30 | Productive | Productive | Productive | Productive | Productive | | |
| 21.00 | Productive | Productive | Productive | Productive | Productive | | |
| 21.30 | Productive | Productive | Productive | Productive | Productive | | |
| 22.00 | Productive | Productive | Productive | Productive | Productive | | |
| 22.30 | | | | | | | |
| 23.00 | | | | | | | |
| 23.30 | | | | | | | |
| 24.00 | | | | | | | |

Here are some useful resources to help you manage your time and paperwork in your business and ensure you don't get distracted and stay on track.

Resources:-

OnLine Note Taking www.evernote.com

Time Management www.clockingit.com

Memo Reminder www.rememberthemilk.com

Smart Phone App TeuxDeux

Rememberthemilk

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