

Welcome to the Business Super Heroes.org workbook dealing with Maximizing Your Productivity.

Every single day over 90% of business owners fill their time with fluff and nonsense, items that will never grow the bottom line and will do nothing more than to waste your most valuable asset, your time.



If you want to be mega successful, this has got to stop.

You MUST STOP filling your time with those things anyone can do

You MUST STOP doing those low value task in your business

You MUST STOP striving for perfection

You MUST STOP trying to do everything yourself

Learn how to maximize your productivity once and for all!

Introduction Activity:

Activity:

We'll get into it all in much more detail later, but for now, take a few minutes to think about your current way of working. Ask yourself:

- How do you spend the bulk of your time each day?
- Where do you feel that you're not being productive?
- How would you rather be spending your time each day?
- What are some things you already feel are time wasters?

You don't need perfect answers... just some ideas to get the ball rolling

Introduction Workbook:

How do you spend the bulk of your time each day?

Where do you feel that you're not being productive?

How would you rather be spending your time each day?

What are some things you already feel are time wasters?

Improve Your Focus Activity:

Activity:

1. Identify which things make you lose your focus during the day. For each of these 'focus killers', note which tips from the chapter you're going to implement to improve your focus, and how you'll use them.

Improve Your Focus Workbook:

Identify which things make you lose your focus during the day. For each of these 'focus killers', note which tips from the chapter you're going to implement to improve your focus, and how you'll use them.

Focus Killers	Tips to Implement
	<ul style="list-style-type: none">• <i>Focus on Goals</i>• <i>Creating a Prioritized To-Do List</i>• <i>One To-Do List</i>• <i>Eliminate Non-Essentials</i>• <i>Scheduling Time for Focus</i>• <i>No Multi-Tasking</i>• <i>Know the Warning Signs</i>• <i>Identify Other Focus Killers</i>• <i>Develop a Pre-Work Ritual</i>

Discover Your Rhythms Activity:

Activity:

1. Identify your energy levels at different times of day. Note what work you prefer to do at those times of day.
2. Based on your high-energy and low energy times, outline a morning, mid-day, and evening routine to follow.

Discover Your Rhythms Workbook:

Identify your energy levels at different times of day. Note what work you prefer to do at those times of day.

Energy Levels	Preferred Work To Do
<i>e.g., 9am-11am – High energy</i>	<i>Social Media Updates</i>
	<i>Check Email</i>

Based on your high-energy and low energy times, outline a morning, mid-day, and evening routine to follow.

Time of Day	Work To Do
EARLY MORNING	
LATE MORNING	
AFTERNOON	
EVENING	

Manage Time Drains Activity:

Activity:

1. Review your answers to all the activities you've completed so far. Can you identify any patterns that show where you're biggest time drains are?
2. If not, try tracking exactly what you spend your time on each day for a week and add up the time for each task. You can use a simple notepad, or a tool like Evernote.
3. Then, make a list of which items are taking up too much of your time relative to their importance for achieving your goals.
4. Note which tips from this chapter you're going to implement to eliminate or reduce these time drains.

Manage Time Drains Workbook:

Make a list of which items are taking up too much of your time relative to their importance for achieving your goals.

1	
2	
3	
4	
5	
6	
7	

Note which tips from this chapter you're going to implement to eliminate or reduce these time drains.

TIPS	CHECK
EMAILS	
Establish time for handling emails	
Send a short reply and note to respond later to long emails	
Set a time limit for writing emails	
Organize your email inbox with separate folders	
THE INTERNET	
Keep your goal in mind when online	
Close your browser when you're done	
Log out of Social Media accounts	
Turn off notifications	
Add Social Media time to your schedule	
PHONE CALLS	

Keep calls focused on business	
Schedule call backs	
Delegate phones to others	
MEETINGS	
Keep meetings to a minimum	
Only discuss issues that aren't easily discussed via email	
Organize with a clear start and ending time	
Make sure people know what the need to do before attending	
Use online meetings to avoid travel time	
Agree on a regular meeting time	
COWORKERS	
Create a physically isolated environment	
Know how to say no to requests	
Schedule times to chat and blow off steam	
MUNDANE TASKS	
Eliminate – Does it really need to be done?	
Delegate – Find someone in your organization who is less busy to do the work	
Outsource – Find help outside of your organization	
Automate – Look for online tools and programs to help	
MINDLESS ENTERTAINMENT	
Spend a little time indulging but maintain control	
Do fun activities during your break times	
Make sure you can easily pull yourself away	
Set a timer	
Set aside time each day to indulge	

Get Organized Activity:

Activity:

1. Look around your office space and make notes on what you need to do to declutter it, along with any supplies you need. Set aside a block of time to do the initial tidying up. Then set aside a period of time at the end of each day to clear up.

Get Organized Workbook:

Look around your office space and make notes on what you need to do to de-clutter it, along with any supplies you need.

What Needs to Be Done?	
1	
2	
3	
4	
5	

Supplies Needed	
1	
2	
3	
4	
5	

Be Selective Activity:

Activity:

1. Make a list of your top 3 goals for your business. Refer to this whenever you create a to-do list
2. Now, review your current to-do list. Which items are essential to achieving your goals? Which items could be eliminated without affecting your business?
3. Refine your list by removing all items that are not related to achieving your top 3 goals.

Be Selective Workbook:

Make a list of your top goals for your business. Then highlight the top 3. Refer to this whenever you create a to-do list.

Business Goals	
1	
2	
3	
4	
5	
6	
7	
8	

Now, review your current to-do list. Which items are essential to achieving your goals? Which items could be eliminated without affecting your business?

Refine your list by removing all items that are not related to achieving your top 3 goals.

Mind Your Health Activity:

Activity:

1. Review the tips from the chapter and identify where your own health is reducing your productivity. Note which tips you'll implement right away and how you'll do it.

Mind Your Health Workbook:

Review the tips from the chapter and identify where your own health is reducing your productivity.

Tips	Your Own Health
Exercise	
Diet	
Sleep	
Stress Management	
Do Nothing	

Note which tips you'll implement right away and how you'll do it.

Tips	How You'll Implement
Exercise	
Diet	
Sleep	
Stress Management	
Do Nothing	

Use Productivity Tools Activity:

Activity:

1. Review a few of the tools from the chapter and pick one to experiment with. Only try one at a time or it will become yet another drain on your time vs. something to improve productivity.

Productivity Tools Workbook:

Review a few of the tools from the chapter and pick one to experiment with. Only try one at a time or it will become yet another drain on your time vs. something to improve productivity.

Tool	Notes
<u>Evernote</u>	
<u>Asana</u>	
<u>Wunderlist</u>	
<u>Yast</u>	
<u>Countdown Timer</u>	
<u>Active Inbox</u>	
<u>Hootsuite</u>	
<u>Skype</u>	
<u>Zendesk</u>	

Conclusion Activity:

Activity:

1. Review the checklist of all the tips covered in this report. Note the specific areas you will focus on next, tasks for those areas, and deadlines for completing them.