



THE POINT OF PRODUCTIVITY

A QUICK GUIDE ON
HOW TO GET 🤖 DONE

By Entry Points

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ABOUT THIS GUIDE

Time Management Skills Are Crucial In Many Different Aspects Of Our Lives, And Poor Time Management Can Take An Impact On Your Performance And Productivity. The Main Goal Of This Guide Is To Help Entrepreneurs Like Yourself Be More Productive So You Can Be Free To Do All The Things You Love! They Are Certain Strategic Choices We Need To Make If We Want To Maximize Our Productivity For The Long Term, One Thing To Note Is That The Secret Sauce To Being Productive Is In Your Routine. This Is Why It's So Important To Start Questioning Your Time What You Really Do, Day In And Day Out. After All, With Good Time Management Comes Great Productivity.

TIME MANAGEMENT

Time Management Is The Process Of Planning And Controlling How Much Time You Spend On Projects And Activities. Great Time Management Allows You To Accomplish More Effectively And Quickly. Over Achievers Are Familiar With This And They Use Their Time Wisely To Improve Their Productivity.

The First Step To Managing Your Life And Time Is Getting Every Commitment Out Of Your Head And Into A Trusted System. Great Time Management Allows You To Accomplish More In A Shorter Period Of Time. This Allows You To Achieve What You Want Faster, Get More Done In Less Time, Waste Less Time, Feel Calmer And In Control Of Situations, Focus More And Stop Procrastination, Make A Change For The Better.

PRODUCTIVITY TIPS

WRITE DOWN YOUR GOALS AND PRIORITIES

Writing Down Your Goals And Priorities Gives You The Luxury Of Not Having To Scramble Around Trying To Remember Them. Take Some Time To Make A List Of Your Daily Tasks Or Even Smaller Tasks Like Checking Emails, Doing Paperwork Or Quick Errands So You Can Include These In Your New Routine.



GET A HEAD START

Yes It's Difficult To Get Started But You Can't Drag Your Way Through Life Completing Tasks Miserably And Procrastinating As Much As Possible. The Best Way To Do This Is To Get A Good Head Start The Night Before. So Before Going To Bed, Take 15 Mins To Go Over Your Next Day's Commitment And Have An Idea Of How Your Day Will Be.

EAT A GOOD BREAKFAST

What Is The Most Important Meal? Yes, Breakfast. No Matter How Busy You Are, Eat A Decent Breakfast, It'll Fuel You Throughout The Day. After All, Healthy People Are Productive.

GET SOME EXERCISE

You Don't Need To Spend Hours At The Gym, There Are Plenty Short Exercises You Can Use To Get The Benefit Of This. Whatever It Takes To Get The Blood Flowing And You Thinking. It Has Been Proven Exercise Increases Your Brainpower, Sharpens Your Memory And Alleviates Stress Making You More Productive.

TAKE BREAKS

No Matter How Busy You Are, Schedule Periodic Breaks Throughout The Day. Take 10 Mins To Stretch, Walk Around And Refresh Your Brain. If You Avoid Taking Breaks, You'll Start Finding Yourself Becoming Fatigue, Daydreaming, Drifting Away And Your Mind Trying To Avoid Doing The Work.

DEVELOP A KILLER ROUTINE

Having A Set Routine In Your Personal Life Can Have A Positive Impact On Your Productivity. Consistency Is Key In What You Do Throughout The Day And How You Manage Your Time. Planning Ahead, Doing The Most Important Things First, Focusing, Aligning Yourself In The Right Environment And Removing Distractions Are Killer Ways In Developing A Killer Routine.

GET RID OF UNNECESSARY THINGS

Declutter Your Mind Of Unimportant And Unnecessary Things That Serves You No Purpose But Steals Your Time. When You Do This, You Avoid Distractions And Can Focus On Your Most Important Goals.

REMOVE DISTRACTIONS

Time Is Short, Work Is Hard And Distractions Are Plentiful. Until You Know How To Focus, You'll Never Be Able To Solve Problems, Think Clearly, Make Decisions Or Remember Things. Being Able To Stay Focused, Work Efficiently, And Be Productive Are A Huge Struggle For Most People And Without These You'll Have A Hard Time Making Any Progress In Life And Especially Business. Focus On Being Productive Than Busy. Some Recommendations To Conquer These Are:

- Plan, Prioritize And Set Deadlines**
- Turn Off Social Media Outlets**
- Remove Negative People And Thoughts**
- Remove Yourself From Any Uncomfortable Environment**

