



**Productivity Secrets for Entrepreneurs: How to Get More Done,
Make More Money, and Take More Time Off**

Workbook

Introduction

This Workbook is a key component to Growththink's Productivity Secrets for Entrepreneurs: How to Get More Done, Make More Money, and Take More Time Off. Used in conjunction with the audio file and transcript, it will help get you started towards achieving peak productivity and all the massive advantages that come with it. If this is somebody else's workbook and you would like to get your own, visit us at www.growththink.com.

Importantly, peak productivity is a habit, and habits take 30 days of continual practice in order to stick. As a result, this Workbook starts out very easy, with very few things you need to do to start making peak productivity a habit for you and your business.

The three most important parts of achieving peak productivity are:

1. Identifying your priorities and writing them down
2. Breaking these priorities into smaller, manageable tasks (that ideally can be completed within 2 hour periods)
3. Scheduling every minute of every workday to stay focused.

If at any point, you feel that you are not able to keep up with the workbook, please resort to the following "last resort" daily habit which will take only 10 minutes to complete:

1. Identify the #1 key priority that you need to accomplish. (2 minutes)
2. Identify the next sub-2 hour task that you need to perform to move towards achieving this priority. (3 minutes)
3. Write down your Daily To Do list, which must include your next key task. (4 minutes)
4. Schedule on your calendar a one-hour appointment with yourself to complete the key task. (1 minute)

However, I strongly prefer that you do not take the "last resort" method, but follow the Workbook. The benefits you will receive in terms of skyrocketing productivity, performance and achievements will be amazing, and well worth the effort. So stick with the Workbook, make peak productivity a habit, and enjoy your success!

Finally, note that this 30-day planner relates to work days. If Day 6, for example, falls on a Saturday, and you are not working that day, then Day 6 can become the following Monday.

Day 1

- Write down three goals that you want to accomplish over the next 5 years. The goals must be specific, measurable and aggressive.
- Schedule one hour on your calendar for tomorrow to accomplish your Day 2 tasks.

Day 2

- Develop your three most important goals that you want to accomplish over the next year. These goals should all progress you towards achieving your five year goals. These annual goals must be specific, measurable and aggressive. Type the 3 goals on a piece of paper, print the paper, tape it to your wall, and read it aloud.
- Schedule one hour on your calendar for tomorrow to accomplish your Day 3 tasks.

Day 3

- Read your 3 annual goals out loud.
- Break down your 3 annual goals into monthly plans. What do you have to accomplish in each month to achieve the goals by the end of the year?
- Focus on the next 30 days. Create a To Do list of what tasks you need to complete in the next 30 days.
- Schedule one hour on your calendar for tomorrow to accomplish your Day 4 tasks.
- Schedule 3-5 30 minute blocks on tomorrow's calendar to accomplish ongoing "things" you typically do throughout the day (e.g., check email, respond to requests, make outbound phone calls, etc.), and ONLY do those things during those time blocks.

Day 4

- Read your 3 annual goals out loud.
- [Optional but recommended: Create a trial Basecamp (<http://basecamp.com/>) account. Create your first To Do list. Call it “Overall To Do List”]
- Create your Overall To Do list. Include everything that you need to accomplish, including those items that need to be completed in the next 30 days. If you have other to do lists or saved emails to deal with, consolidate them on this list.
- Schedule one hour on your calendar for tomorrow to accomplish your Day 5 tasks.
- Schedule 3-5 30 minute blocks on tomorrow’s calendar to accomplish ongoing “things” you typically do throughout the day (e.g., check email, respond to requests, etc.), and ONLY do those things during those time blocks.

Day 5

- Read your 3 annual goals out loud.
- Prioritize your Overall To Do list.
- Break down high priorities into manageable tasks (that ideally can be completed in 2 hours or less, but certainly 8 hours or less)
- Schedule one hour on your calendar for tomorrow to accomplish your Day 6 tasks.
- Schedule 3-5 30 minute blocks on tomorrow's calendar to accomplish ongoing "things" you typically do throughout the day (e.g., check email, respond to requests, etc.), and ONLY do those things during those time blocks.

Day 6

- Read your 3 annual goals out loud.
- Create your Weekly and Daily To Do Lists.
- Move the highest priorities on your Overall To Do list to your Weekly To Do List. Move the highest priorities on your Weekly To Do list to your Daily To Do List.
- Schedule your entire day for tomorrow:
 - Include one hour to accomplish your Day 7 tasks.
 - Include multiple small blocks to accomplish “things” (e.g., checking email).
 - Include blocks to accomplish your Daily To Do list.

Going Forward

Going forward, every day will have the following tasks that you need to perform.

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- This will include new peak productivity techniques.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 7

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Nothing New Today.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 8

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Nothing New Today.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 9

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Begin to eliminate "Got A Minute" culture by issuing a memo stating that "Got A Minute" requests should be made via email, via printed memo, or during specific times.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 10

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Bring in a reward (piece of chocolate, cookie, etc.) to give to yourself tomorrow.
- Checkpoint – make sure you are accomplishing your key priorities and moving towards achieving your goals each day.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 11

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Give yourself a reward (e.g., cookie, coffee break) after your most productive block of time. Make this a habit (while not getting hooked on sweets of course).
- Give members of your team a copy of this course so they can start becoming more productive.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 12

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Turn off the ringer on your phone, and/or only answering pre-designated phone calls (e.g., from spouse or important client). Make this a habit.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 13

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Create your Email Standards. Type up and distribute a memo explaining to everyone the new standards.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 14

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Organize your emails. Set up filters for certain emails (e.g., newsletters). Establish the following 3 folders: 1) Not Critical, 2) To Deal With, 3) To Deal With - Follow-Up. Start putting emails in appropriate folders and moving To Deal With emails to your To Do lists at the end of each day.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 15

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Make sure you are clearing your Inbox and using your folders. Start unsubscribing from non-important newsletters or spam.
- Checkpoint – make sure you are not still being interrupted by emails, phone calls, or “Got a minute” requests.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 16

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Set up a Gmail account and start transitioning to using Gmail if possible.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 17

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Ask employees/team members to develop annual, monthly, and weekly goals for your review.
 - Meet with each to get consensus on their goals
- Checkpoint – make sure you are accomplishing your key priorities and moving towards achieving your goals each day.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 18

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Start having employees/team members publicly post Weekly and Daily To Do lists and ensure you agree with them (and/or establish BRIEF daily or weekly meetings to go through Goals).

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 19

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Hold a tight meeting. Create an Agenda, keep the meeting short, make sure the meeting is actionable (document results and assign To Dos, including completion dates, to those responsible).
- Checkpoint – make sure you are keeping your email inbox clean, and you and your team are upholding your email standards.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 20

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Start creating your running list of things to delegate. Keep the list in your desk drawer and add to it as appropriate.
- Checkpoint – make sure you are not still being interrupted by emails, phone calls, or “Got a minute” requests.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 21

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Determine one task to delegate and delegate it. Use the key steps to effective delegation.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 22

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- If someone at work is nagging you or bringing you down, tell them to stop or avoid them as much as possible (preferably the former). If you are their boss, give them a warning that they may be fired for their behavior.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 23

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Hang up a picture, poster or award you have earned that inspires you and/or makes you proud.
- Checkpoint – make sure you are keeping your email inbox clean, and you and your team are upholding your email standards.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 24

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Determine what skills you and your company are lacking that can help you perform better. Start creating a running list of these skills.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 25

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Acquire one necessary skills (e.g., find, attend and/or purchase a course that will teach you the skill). Finding and purchasing the product that teaches the skill is a good task to delegate to the person who needs that skill the most.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 26

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Start listening to more skill-building audio tapes while driving.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 27

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Checkpoint – make sure you are not still being interrupted by emails, phone calls, or “Got a minute” requests.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 28

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Checkpoint – make sure you are accomplishing your key priorities and moving towards achieving your goals each day.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 29

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Checkpoint – make sure you are keeping your email inbox clean, and you and your team are upholding your email standards.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.

Day 30

Things To Do Every Day

- Read your 3 annual goals out loud.
- Achieve your Daily To Do items in the allotted time spots.
- Prioritize and create tomorrow's Daily To Do list.
- Schedule tomorrow's calendar.

New Item(s) to Do Today

- Do the following things on day 30 and every subsequent 30 days
 - Revisit/reset annual goals and goal deadlines. Make sure your employees/teammates do the same.
 - Delete items from Overall To Do list if they now lack importance.

If This is the Last Day of the Week or Month

- If this is the last day of your work week, set next Week's goals and To Do list.
- If this is the last day (or near the last day) of your work month, set next Month's goals. Re-prioritize the items in your Overall To Do list so they make it to your upcoming Weekly and Daily To Do lists.