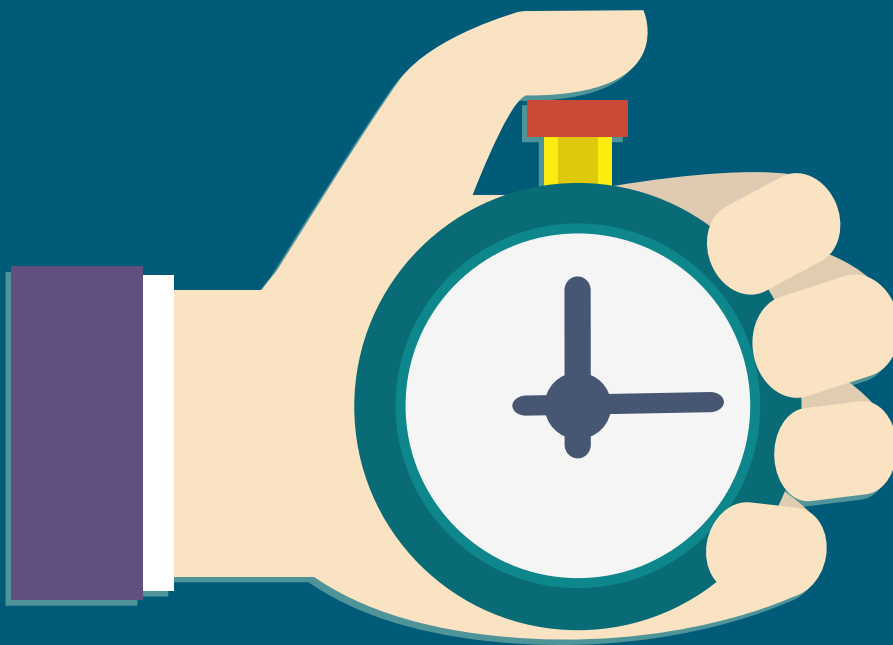


# A 7-DAY PLAN TO TRIPLE YOUR PRODUCTIVITY



***“TIME IS REALLY THE ONLY CAPITAL THAT ANY  
HUMAN BEING HAS AND THE THING THAT HE  
CAN LEAST AFFORD TO WASTE OR LOSE.”***

**THOMAS EDISON**

# HOW TO GET MORE STUFF DONE

Beginning today, make one of the routines below an everyday task. By Day 7, you'll see an increase in how much you get done. Welcome back, life.

## DAY 1

*Time is what we want most but what we use the worst.*

WILLIAM PENN

### LIVE BY THE CALENDAR

Meetings are not the only tasks that can be booked on your calendar. Watch your schedule open up as you become more intentional about your day and plan everything you do by the hour. Your calendar should also include:

- Office time for you to think, plan, and learn
- Marriage and kid time
- Rest and recreation

## DAY 2

*What is not started today is never finished tomorrow.*

JOHANN WOLFGANG VON GOETHE

### START THE DAY IN YOUR CALENDAR INSTEAD OF YOUR INBOX

Now that you have your calendar in place, make sure it's the first thing you look at each morning—even before your email. Checking your calendar first will keep you on track and ready for the day. It allows you to:

- Make sure you're not double booked.
- Be prepared for the day's meetings and appointments.
- Plan your top three tasks and workflow.

## DAY 3

*Each day is a treasure chest filled with limitless opportunities; take joy in checking many off your list.*

STEVE MARABOLI

### REVIEW YOUR TO-DO LIST

Studies show that taking 15 minutes each day to create a to-do list adds up to 20% in productivity each day. Each morning:

- Select your top three tasks for the day.
- Prioritize the tasks.
- Delegate any additional jobs that need to be completed.

## DAY 4

*Concentrate all your thoughts upon the work at hand. The sun's rays do not burn until brought to a focus.*

ALEXANDER GRAHAM BELL

### HIDE YOUR SMART PHONE

Nothing, and we mean nothing, has more power to distract than your smartphone. So turn it off, make your assistant hold it, or throw it far away. Do whatever it takes to stay away from the phone. For actual business correspondence and voice mails:

- Block time on your calendar each day to return phone calls and answer emails.
- Set up an email auto-responder. Check out a great example from one of our EntreLeaders on page 3.
- Turn off automatic notifications.

## DAY 5

*Bad meetings are a reflection of bad leaders.*

PATRICK LENCIONI

### LIMIT MEETINGS

Meetings are a necessary part of doing business, but we've all been to the ones that seem to last forever and never accomplish a thing. But these get-togethers don't have to be so long. Save time by:

- Setting a time limit
- Creating an agenda and sticking to it

**BONUS ADVICE:** If you run past the clock, simply stand up. If no one gets that it's time to leave, head out the door. Rude? Maybe. Effective? Absolutely.

## DAY 6

*One of the very worst uses of time is to do something very well that need not be done at all.*

BRIAN TRACY

### COMPLETE A TIME-TRACKER SHEET

Choose an average week, and write down what you are doing in 30-minute increments. Be specific. Then:

- Rank each activity: I = Important, L = Less Important, T = Time Waster, H = Hate It
- Repeat this process for three days.
- By the end, you'll have a clear picture of how you spend your time and what needs to be delegated. Hint: time wasters and most hated.

## DAY 7

*There is something about having a clean work area that makes us more productive and frees our mind to concentrate on the task at hand.*

MICHAEL HYATT

### CLEAN YOUR DESK

This tip may sound silly, but it may be the best piece of advice you receive all year. Keep your desk clean. It's like having a fresh start every day.

- Get rid of all paper on your desk.
- File or scan what you need and throw away the rest.
- When you declutter your workspace, you automatically clear your mind, allowing you to focus on what's important.



# OUR FAVORITE AUTORESPONDER

We received this email response from Brad Martineau, “chief baller” of SixthDivision, Chandler, Arizona. We loved it and wanted to share it with you. It’s a great example of delivering an important message in a really funny way. Read on.

## SUBJECT: GOT YOUR EMAIL

**Yo,**

Thanks for dropping me an email. Yep, I’m one of those people with an autoresponder about me taking my life back from email... ;)

So here’s the skinny. I get a lot of email, and I’ve found that they can be quite addictive (not unlike Facebook).

So that I can maintain some sort of productivity, I generally try and respond to my emails on Friday. (I’m not perfect so if a response sneaks out from me on some other day, you can count it as a sign of weakness.)

In between Fridays, our Office Glue (Erin) will review my emails and there will be two possible outcomes:

### 1. Most Likely Outcome

Somebody else here at SixthDivision is going to the best suited to help you. If this is the case, Erin will copy them on my response to you and they will get you taken care of.

### 2. Less Likely Outcome

I need to respond. If this is the case, I’ll respond to you on Friday and we’ll get everything squared away.

And if you need a more rapid response, best option is to go old school and give us a call at 888.551.7551. Yep, we’ll pick up the phone. ;)

Sound good?

**Thanks!**

**Brad**

**BRAD MARTINEAU**  
Chief Baller  
[www.sixthdivision.com](http://www.sixthdivision.com)