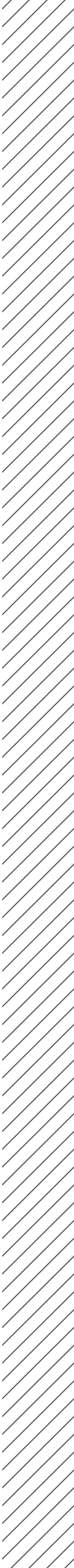




THE 7-DAY PLAN TO **TRIPLE YOUR PRODUCTIVITY**

A simple way to make the most
of your time



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

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

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

WILLIAM PENN

DAY 2

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.

What is not started today is never finished tomorrow.

JOHANN WOLFGANG VON GOETHE

DAY 3

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.

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

STEVE MARABOLI

HOW TO GET MORE STUFF DONE

DAY 4

HIDE YOUR SMARTPHONE

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.
- » Turn off automatic notifications.

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

ALEXANDER
GRAHAM BELL

DAY 5

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.

Bad meetings are a reflection of bad leaders.

PATRICK LENCIONI

DAY 6

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.

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

BRIAN TRACY

DAY 7

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.

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

ENTRELEADER TIME-TRACKER

- A. Choose an average week. Print a copy of this chart or fill in the template below.
- B. Write down what you are doing in 30-minute increments. Be specific.
- C. Rank each activity: I = Important, L = Less Important, T = Time Waster, H = Hate It
- D. By the end of the week, you'll have a picture of how you spend your time and what needs to be delegated.

TIME	MONDAY	RANK	TUESDAY	RANK	WEDNESDAY	RANK	THURSDAY	RANK	FRIDAY	RANK
8:00 AM										
8:30 AM										
9:00 AM										
9:30 AM										
10:00 AM										
10:30 AM										
11:00 AM										
11:30 AM										
Noon										
12:30 PM										
1:00 PM										
1:30 PM										
2:00 PM										
2:30 PM										
3:00 PM										
3:30 PM										
4:00 PM										
4:30 PM										
5:00 PM										
5:30 PM										
6:00 PM										

A vertical photograph on the left side of the page shows a wooden desk. On the desk, there is a silver pen, a calendar with a grid for the month, and a notebook with the word 'WEEKLY' visible. The background of the page is white with a decorative pattern of diagonal lines on the right side.

NEXT STEPS

To help you on your path to becoming a better business leader, check out the resources EntreLeadership has to offer:

ENTRELEADERSHIP PODCAST

Our highly rated EntreLeadership Podcast features interviews with some of the top business and thought leaders across the country. EntreLeadership.com/podcast

ENTRELEADERSHIP ADVISOR

Watch your email inbox to receive Dave Ramsey's EntreLeadership newsletter twice a month.

ALL ACCESS

Want to put into place the principles you've learned today? All Access, our online coaching and community program, features all 20 EntreLeadership Master Series video lessons, weekly eCoaching with on-demand playback, Mastermind groups, expert interviews, video coaching tips, and tons of premium content. EntreLeadership.com/allaccess

UPCOMING EVENTS

EntreLeadership 1-Day: EntreLeadership.com/E1D

EntreLeadership Summit: EntreLeadership.com/Summit

EntreLeadership Master Series: EntreLeadership.com/EMS