

ASIAN FEMALE

ENTREPRENEUR *collective*

Productivity Checklist

"Shine and Rise"

Productivity Checklist

Being busy, is not a badge of honour!

In order to move your business forward in quantum leaps you must be able to be productive on a daily basis rather than just saying you are busy.

I am going to share my productivity strategy and apps to help you stay more productive and reach your goals quicker!

Productivity Apps

Brain FM

Newsfeed Eradicator

Screen Time on iPhone

Time Limits on Facebook and Instagram ~ Please look at your settings and then tap your activity. You will see your average time on Instagram. You can set limits so that Facebook and Instagram notify you once you have hit your limit. This will bring awareness to how much time you are actually spending time on the apps and limit it. This will be hard but you will be so much more productive!

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Needle Movers

Ok first things first. Do you know your needle movers in your business? These aren't just Facebook or Instagram posts (those are the foundation) rather they are the big projects that are really going to help you move your business forward.

So, you need to know what these are for you and make sure they are scheduled into your diary/calendar.

If you need to really break down the tasks, then I recommend you use Asana or Trello.

Success Lists

On Friday or Sunday each week I highly recommend you create a success list.

This includes your needle movers at the top and then all the business, and admin, tasks that you need to get done that week.

Having a list, that you look at daily, that has all of your goals, and priorities, within it is super powerful and will really motivate you to get things done!

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Scheduling

Scheduling has quite literally changed my life! I literally schedule everything onto paper or into my Google Calendar so that I don't waste unnecessary time!

So for example, it could look something like ~

9am – 10am ~ I do my social media etc.

You always want to allow yourself space for your own creative time to maximise what you are good at. So for example I will always leave my morning open, and free, so I can create content! I will try and normally only do calls after 3pm as I know that's when I have the least amount of energy to write content or think creatively.

Make sure you are running your own schedule and the schedule isn't running you!

This list can include everything ~ house admin, phone calls you need to make or even that birthday card you need to send. The purpose of this list is that you get everything out of your mind onto paper. This will mentally free up lots of space in your head!

A bonus tip is to set a timer on your laptop, or phone, and work on your task. You will be surprised at how quickly you get things done when you know there is a timer on!

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Sales and Socials

Sales and social media absolutely need to be a priority each day for you. Sales should be your first priority every morning.

So for example ~ thinking about how can you bring in sales today, this week and month etc.

This also includes following up with all leads that are in your DM's, phone or inbox.

Before you consume any media in the morning you should be creating your own content first – posting or scheduling it and *then* looking at what everyone else is doing!

The more time you can spend on your own brand rather than looking at others the better!

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Key Questions To Ask Yourself

In business the more time you can spend working on your needle movers and being visible the quicker you will build your brand.

If you are ever feeling overwhelmed or there is a lot on your plate, these are the key questions to ask yourself:

What is the needle mover in your business and what tasks will allow you to reach your goals quicker?

What are the tasks/actions only you can do?

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What can you do today to move your business forward?

Is there something you can move which isn't necessary or critical right now?

Where are you wasting your time?

Could you create a process for things that waste time in your business?

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What are you holding onto in your business which you could delegate to create more space for yourself?

Is there something that is draining your energy on a continual basis which you could quickly do and release?

Where do you need more support? This could be life or home!

Where are you feeling overwhelmed exactly and how could you make this simpler?