

3 Simple Time Management Strategies for Busy Entrepreneurs

Get More Done in Less Time



Action Guide

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How to Use Your Action Guide

You'll get the best results from any course you participate in by completing the Action Steps at the end of each module. They will help you apply what you learn directly to your business and your life, maximizing the investment you're making.

Use the following Action Guide to record your answers, insights, and other notes for the Action Steps, which are outlined in your Course Book. You'll want to refer to each module's content as you complete the related steps.

While we have left space in the guide for each action step, you may feel more comfortable using a separate notebook or digital application for your work. Use whatever method you feel most comfortable with and don't feel constrained to using the space in the Action Guide alone.

In addition, your course may have other Action Sheets, such as spreadsheets or planning templates, which are separate from the guide. Look out for those with your other course materials.

Finally, you don't have to complete all the steps at once. Instead, try setting a specific time on your calendar to work on them. And don't feel that you have to get it right the first time. Learning is a process that happens as you apply your new skills and knowledge. You'll want to return periodically to your Action Guide and both remind yourself of the work you've achieved and edit your answers as you see their impact.

Have fun with it and enjoy the progress and successes that will happen as a result of your work!

Introduction

1. Start by clarifying your business goals:

- Review your current business goals and write them down in the table below, dividing them up based on short-term and long-term.
- Set specific milestones and deadlines for each goal.

Long Term Goals	Milestone	Deadline
1.		
2.		
3.		
4.		
5.		

Short Terms Goals	Milestone	Deadline
1.		
2.		
3.		
4.		
5.		

2. What current time management challenges are you facing?

<p>Identify areas where you're wasting time</p>	
<p>Note why you think these are an issue</p>	
<p>Highlight issues you want to focus on resolving as you go through this course</p>	

Step 1 - Prioritize

1. Create your to-do list either using the table below or your tool of choice, such as a pad of paper, planner, or digital notebook (like Evernote).
 - Start with a full list
 - Choose the one thing you'll do today, if you could just do one
 - Repeat with the remaining list based on your initial priorities

Task	Priority

Task	Priority

2. Look at your list and ask yourself which will bring you the greatest income with the least effort. Move this up in your list.
3. Go through your list again and look for items you can remove or delegate.

Step 2 – Plan

1. Take the one item from your To-Do List that you decided was mostly likely to impact your income and list each task you need to do in order to complete it. Use your project management tool or a pencil and paper – whatever works for you.

To Do List Item for Biggest Income Impact:

Task
1.
2.
3.
4.
5.
6.

2. Next, take each task and choose a day and productive time of day to tackle it. Schedule it on your calendar, batching tasks where it makes sense to do several related things in one day or longer block of time.

3. Plan the rest of your week based on the concepts and tips in the module, including any recurring daily tasks as well. For items that you'll do in blocks, set aside that block of time on your calendar. Remember to:
 - Overestimate how long a task will take
 - Add buffer time between blocks
 - Include free or catch-up time

Step 3 - Produce

1. Download a timer app or find a kitchen timer that you can use to stay on track.
2. Once you've gone through the first day with your new system, reflect on how it went, asking yourself:

What did you get done?	
What did you <i>NOT</i> get done that you were supposed to?	
What distracted you?	

<p>What helped you work faster?</p>	
<p>Which tasks needed more than you blocked?</p>	
<p>Which tasks needed less time than you blocked?</p>	
<p>Are you trying to do too many things?</p>	

<p>Is anything taking longer than it's worth?</p>	
<p>Are there any tasks that would be better done at different times of day than you did them today?</p>	
<p>What kind of shortcuts could you use and where can you find them?</p>	
<p>Can you delegate anything?</p>	

<p>What changes do you need to make?</p>	
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3. After your first week with the 3P system, reflect on what you've done and the progress you've made towards your goals. After several days of using the system, you should have a solid understanding of what changes can be made for better efficiency.

Use the space on the following page, or a separate notebook, to record your experience and progress.

	What you've done	Progress made towards goals
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		