

Watch the video training at
<https://vimeo.com/249444418>

Common Blocks--

- **Overwhelm**
- **fear/resistance/blocking/self sabotaging/ failure/ being judged**
- **Mindset- time vs priority**
- **Laziness, have to vs want to**
- **Boss or employee**
- **Demand of others / self value**
- **Priorities / 24/7**

Turn your blocks into your keys to success! YOU CAN BEST SERVE THOSE TWO STEPS BEHIND YOU!

“Entrepreneurs will work 80 hours for themselves to avoid working 40 for someone else.”

You don't have to work 80, but you can't build a 50k biz only putting in 500\$ worth of work!

Make the time you are work **PRODUCTIVE + STRATEGIC!** This means knowing your #s! (This is one of the things that makes you a **BOSS** vs an employee!) Once you know your numbers, leverage them accordingly!

Putting in work up front, that pays off in the long term.

Also, bosses know the importance of macro + micro! Micro Hustle, and Macro patience + goals! Finding what's working, and what's not! Failure becomes your new best friend! Always some degree of trial + error, but it's going into a tunnel with no notice, or going in with warning, training, and the necessary tools!

The decision if you're cut out for it or not-- not for everyone. That decision alone is what will make **YOU** stand out. Abnormal results, abnormal technique and hustle!

Being “on” if you'd biz is authentically branded and structured it's just being -- you!

Based on tony Robbins RPM- here's his free workbook & video!

<https://www.tonyrobbins.com/pdfs/Workbook-Time-of-your-Life.pdf>

<https://m.youtube.com/watch?v=DJNY8jjF7Bs>

RPM-

Results + Outcomes, then do the activities that support that the most effectively with highest roi

Mapping the steps- brain mapping

Boss checklist

<https://drive.google.com/uc?export=download&id=0B7Fbj-eaGLYwSEZXNUJ1Z3B2eDQ>

Time Management

We're all guilty of it but to be more profitable and productive we have to manage our time effectively.

While these techniques will take some getting used to, but if you're dedicated to making them HABITS --the end result will be to spend less time at your desk or phone and more time doing the things you love!

TIME TO DO AN HONEST AUDIT-- how are you really spending your time?

What are your most effective and high roi tasks?

Are you spending your time accordingly busy work? Are there systems you can implement to work smarter not harder? Having exact same convos in inboxes? Can you share some of that in timeline or video and by time they get to inbox already warned up! Or using an application to gather important info to better serve and see quality potentials!

Managing Life Areas

What are the categories of your life are most important to you? Which ones are you most successful in? Where is there a imbalance or something missing?

If you look at one of the categories and see how good it makes you feel, and value it-- make sure it's top of your priority list, and you spend a fair amount of time on it!

Have you noticed an area that is falling by the wayside? You might have to repurpose some time and energy from a super successful area, in order to create a life you love that is full of balance and success in all areas of your life.

[Download the printable worksheet and fill it out with each category in your life.](#)

Here's a list of suggestions to help!

- Cooking
- Cleaning
- Food shopping
- laundry
- Organizing
- Scheduling
- Finances
- Social life
- Sleep
- Healthy eating
- Fitness
- Mindfulness
- Physical activities and adventures
- Travel
- Social Media

Keep the list fresh by adding other categories as needed as well as removing any that are not suited to you or needed. Don't forget to include dreams, wishes and bucket lists.

+LEVEL UP- Print out TWO of the worksheet and do one just for how you're spending your time in your business!

Look at categories such as:

- Follow Up
- New Contacts
- Emails
- Social Media
- Selling
- Team Building
- Accounting
- Marketing
- Etc!

UNDERSTANDING SEASONS!

Kate Northrop

<http://katenorthrup.com/how-to-tune-into-your-own-cycles-to-create-sustainable-success/>

Learn yours, leverage it! Prep for it!

Burnout may be a part of the cycle -- embrace it! Work around it!

Time Management Techniques

What's the hardest task? Do that one first. For some people, filing is the worst administrative task there is and for others, it's filling out paperwork and making phone calls. Whatever you identify, as being your hardest task, is the one you should do first.

You will find this practice to be difficult at first; however, as time goes by you will be grateful you stuck with it. If you do nothing else in time management, this is the best tip you can follow.

These tasks will become easier and quicker the more you practice.

Write It Down

Writing things down is very important. "Forgetting" tends to waste a huge amount of time and effort. When you write things down, the mind/body activity helps you to remember the task. Plus, you also have a built-in reminder you can refer to when or if you forget the details or specifics. Seeing things on paper also helps you to prioritize.

Prioritize Tasks

In order to prioritize tasks and events, you must know what must be done, what needs to be done, what you want to do, what is important to you, where your priorities are, and what's falling by the wayside.

I always like to use these three questions as my guideline when prioritizing!

1. What does my tribe/audience/clients/customers need right now the most?
2. What gets me the most excited?
3. What helps me meet my goals?

Put things in order of what should be done first. Putting things down on paper is the key to getting your life prioritized. Don't simply make a to-do list. Write everything down in order of importance and priority. If you have to, you can number the items. This will drive home the point of how important one item is over another. Continue to write down what needs to be done. +LEVEL UP- Choose one or two of the most important tasks and start with those! Put the rest of the list away in an easy to find place but out of sight! Think of this list as of "job security"! Don't be overwhelmed by the size of this list, you want it to always be full!

Defer Tasks

Don't be afraid to carry things over to the next day. If you were unable to complete a task, don't be afraid to carry it over to the next day's to-do list. Don't view it as a failure. View it as a fact and keep on moving. Moving forward is what's important at all times no matter the day's successes or failures previously.

What's the worst thing that could happen if you don't get to do everything? Can it wait? Will everyone survive? These questions may seem as though you are making excuses, but you are

learning to prioritize. Once you learn how to prioritize, you will be in flow with what's important to you and your life.

Avoiding Procrastination

- Allow a few minutes for guilty pleasures but put a timer on it
- Set a schedule for checking social media
- Work on a computer that does not allow (blocks) social media and email
- Time yourself when checking emails or answering them

USE THE 5 SECOND RULE!

<https://youtu.be/2vm16e1B1w0>

Balance Work and Play

If you're all work and no play, you are sure to be successful; however, the down side to this is burn out. If you do anything for too long, burn out will surely follow. Here are a few tips to keep the scales balanced:

- Choose your time to work and stick to it.
- Decide, how much if at all, time you will spend on work after hours (for example reading emails at the dinner table, taking calls during family time, etc.)
- Leave work at work.
- Prioritize your work schedule and your home life will run more smoothly as well.
- Learn how to delegate.
- Learn how to say no.

Just like children, we need to schedule free time or play time. We need to be intentional about our time but to understand that while it's over, it's time to let it go. Playing for too long can lead to procrastination and loss of structure.

Take 5-minute play breaks; walk in fresh air, hydrate yourself, do some deep breathing or write in a journal. All of these help to energize your spirit.

Use Technology

There are absolutely no excuses for not being organized and achieving goals. Gadgets and technology can help you stay on track and help you meet your goals. There are calorie counters and even counters that track your steps. Take advantage of technology.

Declutter

If you feel as though your life is chaos, look at your environment. You are only as productive as your environment you are in. Take a weekend and throw everything out or donate it. If you haven't used it in six months and it's not season, then it's time to let it go.

Organize

When it comes to organizational skills, you are in luck because you can create a new habit at any given time. You can learn new organizational skills that work for you. If your environment is a hot mess, then chances are more than likely so is your life. Use these tips to get yourself in gear:

- Put yourself on the calendar.
- Don't sweat the small stuff.
- Let go of what you can't control.
- Expand on the positive and minimize the negative so you can enjoy life more.
- Start new habits. It takes only a couple of weeks to create new habits and once they are in place, they will stick.
- If you backslide, it's okay. Let yourself off the hook and start again. Pick up where you left off.
- Don't look at major projects like a mountain. Climb one step at a time. Before you know it, you'll reach your objective.
- Laugh at your mistakes.
- Don't beat yourself up so much.
- Make time to meet your needs. Take a catnap, go for a walk, get some fresh air, write in your journal, or chat with a friend.
- Make time management a priority.
- Divide your day into manageable blocks of time.
- Fine-tune your scheduling to meet your responsibilities to others, as well as yourself.
- Work on your dependability and accountability. Do what you say you are going to do when you say you are going to do it.
- Encourage and reward yourself. Use the reward system. For little goals incorporate small rewards. When you meet larger goals, treat yourself to something very special.

There are many challenges we all have to face, when it comes to achieving our goals, fulfilling our dreams, and living a life we love. However, once we step out of blaming our childhood, life, other people, we can clearly see we have the power to create a life we truly love.

We are given every tool and habit we choose to implement and by taking responsibility and looking deep within ourselves and our lives we see how we can step up our game and show up to shine brighter than ever.

Once we look into our own lives instead of looking outwardly and externally we can recognize where we fall short and create self-discipline in our lives. By creating self-discipline, we rest the button for a powerful and productive life. What thoughts come to mind when you think of taking responsibility and being self-disciplined? If they are negative thoughts, you might want to spend some time rethinking this thought.

You are a product of your thoughts. Associate success with taking responsibility and self-discipline and you will soon see, your life will be in priority order and you will have so much more time to enjoy it.

Once you establish new priorities and habits, you'll wonder how you ever survived without them.

Use systems- for example Instagram strategy- <https://vimeo.com/208578593>

Using the freebies-

[WEEKLY TASK PLANNER PRINTABLE](#)

[MONTHLY CONTENT PLANNER PRINTABLE](#)

[DAILY PLANNER PRINTABLE](#)

Tasks- according to priority, based on results

Smarter not harder!

Know your numbers

Content- being strategic with focuses or strategy, use the 3 part priority checklist!

Make that content WERRRK! It's your job!

