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PRODUCTIVITY GUIDE

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Time Maximisation

Whenever we speak about time, it is never TIME that is really the problem, but rather our ability to manage our other tasks to focus on what will build momentum in our business and in our lives.

Daily Tasks	In you business, what tasks must be completed every day?
# 1	
# 2	
# 3	
# 4	
# 5	
# 6	
# 7	
# 8	
#9	
#10	

THE ABCDE Method:

Brian Tracy, the author of 'Eat That Frog' talks about the ABCDE Method and how critical it is in avoiding procrastination and becoming more productive.
This method identifies those tasks that leads to success, while at the same time, determines those items that are nothing but distractions. It does this by using 5 simple letters- ABCDE and separating the required tasks into 5 sections.

A Tasks :

- You MUST do
- The highest priority tasks to get you closer to achieving your goals.

B Tasks:

- You SHOULD do
- Important but not urgent. These should be done only once A is completed.

C Tasks:

- You COULD do.
- To be done once A and B are done. These tasks are not as important.

D Tasks:

- You DELEGATE it.
- Something that should be done but doesn't need to be done by you.

E Tasks:

- You ELIMINATE it.
- It will not get you to where you want to be.

Now, from the daily tasks that you wrote on page one, circle which letter applies to each task.

Daily Tasks	Using the above daily tasks circle the task according to the ABCDE rule
#1	A B C D E
#2	A B C D E
#3	A B C D E
#4	A B C D E
#5	A B C D E
#6	A B C D E
#7	A B C D E
#8	A B C D E

Learnings:

1) What is your top learning from completing this activity?

2) How will this help with your time management in your business?

3) What will you focus on first to begin to build momentum in your business?

Managing Your Projects

What are the TOP TWO projects you are currently working on, and what steps are needed to complete them?

PROJECT #1

Project # 1	What I must do to move this project forward
Step 1	
Step 2	
Step 3	
Step 4	
Step 5	

PROJECT #2:

Project # 2	What I must do to move this project forward
Step 1	
Step 2	
Step 3	
Step 4	
Step 5	

Business Aspiration Time!

If your dreams don't scare you, they aren't big enough

What are your top 3 ASPIRATIONS/ DREAMS for your business?

Top 3 business aspirations	
# 1	
# 2	
# 3	

Now for each aspiration answer these three questions in the 'A' section below
Q1) This project is a dream of mine and I am committed to it because …
Q2) In order to make this dream a reality I will need to begin …
Q3) The top 3 steps I need to take to begin this journey and make this a reality are …

Answer	Aspiration #1
A1	
A2	
A3	

Answer	Aspiration #2
A1	
A2	
A3	

Answer	Aspiration #3
A1	
A2	
A3	

I HOPE YOU FOUND THIS RESOURCE USEFUL!

For more resources like this one visit my website.
WWW.BELINDACOLUBRIALE.COM.AU/RESOURCES

If you'd like to reach out and connect:

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