Get More Work Done In Less Time

So You Can Spend



More Time With Your Family

*** Always have a list ***

Whether you have 15 minutes or 2 hours to work on your business.
If you have a list you will always know what you need to be working on.

3 Lists

Everything List

Today List

Later List

Everything List

Every idea or thought, I have about my business.

Everything I want to try or do goes on this list.

I use this list to create my other lists.

But you want to feel like you have accomplished something, that's not the purpose of this list.

The everything list is a list that should never be empty.

The purpose of the everything list is to brain dump ideas that you can brain storm about later.

Use it as a way to minimize distractions.

If somebody has a good idea while your working on something else, jot it down in the everything list and get back to work.

Today List

This is the list of what's most important. Before anything else.

Sometimes, this list only has one thing on it.

However, you don't want to put too many activities on this list.

My opinion is 3 items at most, because this list should be the one that gets completed everyday.

The prority of this list should be the activity that is going make you money.

Once you have finished your money making activity for the day, you can work on other projects that come from your other lists.

Competing this list everyday should move your business forward.

It doesn't matter how fast or slow you go along as you are going forward.

Later List

The purpose of this list is to have a look ahead at a week, or 2 weeks or a month.

It's for projects that take more than a day to complete. Items on this list come from your everything list.

Bigger projects that can be broken up into pieces and forwarded to your Today List

When bigger things are broken up into small pieces they are easier to complete.

Your lists don't need to be perfect, their purpose is to help you focus on what needs to get done, so you always know what's next.

A quick note about email and social media.

Sometimes, you need to check in with these things to keep up with changes in the world.

That doesn't mean you should allow them to distract you from the work you need to finish.

Take 15 minutes once or twice a day on both. That's all you need. Everything else can wait. Use it as a quick break and get back to work.

The more focused you are at work.

The more focused you will be at family time.

I used to be a guy that never made a list for anything.

As you could imagine, I would always be forgetting and doing things at the last minute.

I would just blame it on having ADHD.

It took awhile to come up with a system that worked for me, but once I started using a list.

I became more focused and got more done.

I still have ADHD and I still forget things from time to time, but dare I say I’m organized.
Well, maybe I won't go that far. Ha Ha.

Making a list has allowed me to no longer stare at a blank computer screen, and wonder what I should be doing today.

My business has grown because I’m more focused with my time and surprisingly has given me more time with my family.

Which to me is the point of having your own business.