Get More Work Done In Less Time

So You Can Spend

Get more done in 2hours than most do in a week

distractions

More Time With Your Family

Accomplish more in 2 hours than most do in a week

*** 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 1

Today List 3
one thing list

Later List 2
more than one thing list

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.

What's the point of having three lists, or even having the same items on mutliple lists. 'It just sounds like alot of busy work' I asked myself the same thing over and over again. In the beginning, it does seems like meaningless work, however once you continue to do it over and over again it can become a habit. That's the key, when the skill that you learn becomes a habit, the work becomes easier. This is why I say you have to find something that works for you.

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.

The everything list does not have finished products, it only has ideas on where you want your business to go. Some of the items on this list may not get completed depending upon your business model and the way your business changes over the years.

Later List - more than one thing list

The purpose of this list 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.

So what's next? The more than one list is where you have decided to work on the next 2 or 3 projects. This is where you break each project down to smaller pieces. This list gives you more focus on less things allowing you to acomplish more.

Today List - one thing 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.

one thing list is where you make decisions that lead you to the finished project.

pg 19 & 20 are new - example explain

Example of how this works

Everything list

New house
New car
Vacation
email funnel
new course
quit my job

More than one thing list

Car	Vacation	New course
What color?	Travel or stay near home	Email
Gas or electric?	Hot or Cold	Social media
Sporty or SUV	1 day or 1 week	video
	Hotel or camp	free or paid

One thing list

Vacation

Vegas for 1 week in warm not too hot or too cold weather.
Good sized hotel
Nice dinner every night
Take in 2 shows that week
Float in a lazy river a couple times that week.
No car, no phone, no social media

Everything list - these are ideas for your business, that you would like to try, do, or look into. This is an ongoing list and should never be empty. Nothing on this list is finished. Brainstorming is done with this list. Below are some examples of what might go on an everything list. There could be hundreds of items on this iist.

More than one thing list - this list is where you move a few items over from the everything list to begin deciding how to move forward with them. What does it take to complete this item for my business or maybe its not for your business. either way having it on a list will help you remember what to do next. In the example below, I've taking a few things from the everything list and have begun to ask and answer some questions about what I would like to do with these items. Always have a few items on this list, so you always have something to work on. Unlike the everything list, this list allows you to be more focused on just a few things. With only a few things to work on, you will not be bored working on just one thing and not overwhelmed working on all the items. Plus you will always know what to work on next.

One thing list - this is the success list. this is where you have taking an idea from the everything list and asked questions about how to finish this idea in the more than one thing list to this list the one thing list where you will actually finish the idea In the example below, I had decided to answer and work on the vacation item from the more than one thing list. The one thing list is the item you should be working on the majority of the time. However, sometimes you just want to work on something else. That's the purpose of having the other lists. So you alway have something to work on.