

The Key To GSD

(Getting Stuff Done)



Your journey as an entrepreneur and business owner can be really short if you don't ACT and get the right things done. This week we're going to look at how to stop procrastinating and get more stuff done!

What did you do last
week that has made
your business better
this week?

Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world.

Joel A Barker

PROCRASTINATION

Most super successful business owners are not any more talented than you, they are not born with a natural “magic” gift that entitles them to success – they work hard and they

GET.
STUFF.
DONE.

And it's often the hard stuff they don't always enjoy...

The thing is they recognise that procrastination is the disease of the poor..

Time To.....



**STOP DICKING
AROUND
AND
MAKE SOME
MONEY**

The Nine Secrets to Beating Procrastination

1. Get clear

One of the key reasons why people “drift through their day” is that they do not have REAL clarity of what they are trying to achieve.

You must run your business deliberately:-

- You must be conscious in your day to day actions.
- Most people aren't.
- They do the same things in the same way.
- They let their time be taken without any consciousness about where it's going and who's getting it

How much is your time worth?

Your Base Earning Target for the next 12 months

£100,000

Divided by work hours in a year

÷ (48 weeks x 37 hours=1776)

=Base Hourly Number

£56.30

Times productivity factor (nobody is 100% productive)

X 3

= What your time must be worth

£168.91 per hour

So what can you outsource that you shouldn't be doing?



2. Remember Why...

Why you do what you do

- who's it for?
- what do you want to achieve?
- otherwise it's just not important enough and it won't get done

what would happen if you didn't achieve your goals

- who would suffer
- is it worth that risk?

Remember that on the scales of life regret weighs more than fear...



3. Get Started..

“You don’t have to be great to start, but to be great you have to start”..Zig Ziglar.

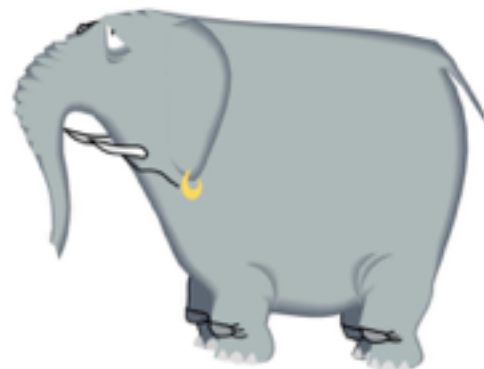
If you procrastinate or find it difficult to meet your commitments:-



Start Small – complete smaller tasks in a time scale and get into a habit of not stopping until it’s done.

Break bigger tasks into their component pieces

How do you eat an elephant?



One bite at a time!

4. Everything has Deadlines...



Deadlines get stuff done and make things happen..

Parkinson's law:- *“work expands so as to fill the time available for its completion”.*

The whole project should have a deadline made up of individual deadlines.

Each action defined above needs a specific deadline that you commit to.

Make the Deadline public.

5. Be Serious...

If you are not serious about making it happen – it won't happen.



Concentrated
Effort is worth
way more just
Effort

Oh and by the way:—

**Multi-tasking makes you
dumber than if you were
smoking dope!!**

6. Use Focused Periods of Time...



90 minutes is 20 % of an average day...

- Less than 2 hours...
- Most people cannot concentrate for longer.

The key to productivity is working in focused periods of time and avoiding multi-tasking.

Pomodoro
technique



7. Avoid The Distractions...



Turn off the phones. (use answering services).

Close down social media, turn off notifications.



Turn off email.

Make sure you have the right environment (for success)...

8. Be Brutal.



Only you can let yourself
off the hook.

Sure it's not really a problem if you didn't quite finish that task this morning, no one is going to shout at you -you're the boss You can always just finish it off later...

B*lllocks – and what's more its dangerous B*lllocks!

Only you can truly make sure you get stuff done – and there really isn't more time. Because even if there is another hour to finish the task –

Just think what you could have done with that hour instead. ...

Think about this?

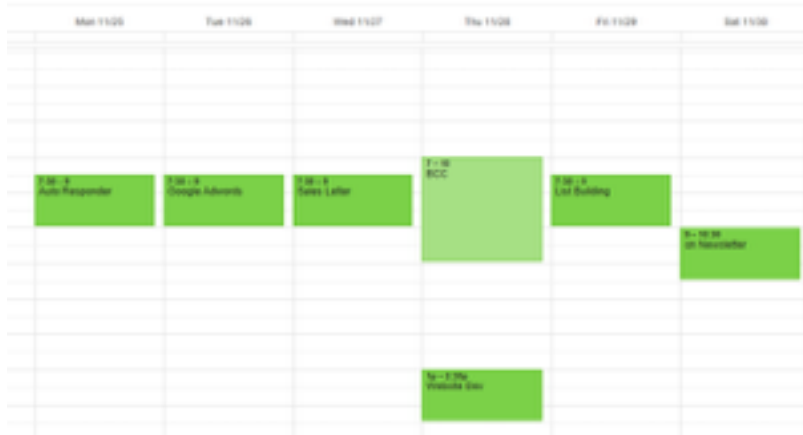


You can always get more money, but time is a one time only commodity. When its gone its gone!

Some people spend time to save money, this is really poor thinking.

Successful people spend money to gain time!

9. Plan in advance...



Schedule
your time...

Make sure you know in advance **EXACTLY** what you are going to do in that day or that session.

It's a really bad idea to wait until the start of the day to think something up.

Use Prioritised lists
(Remember **today isn't over**
until **tomorrow is planned)**

So what should you be doing?

Something important
enough that you are not
willing to be interrupted or
distracted

**If it's not about 'building a better
business' it doesn't get IN**

**Only work on the things
that will make your
business more
successful...**

Hint: All the stuff we have covered

The Big Point is:-

What you don't do regularly

- by routine
- by habit
- by commitment



**Has a way of not getting done!
Make them Habits !!!**



**MOST BUSINESS OWNERS DON'T
MAKE THIS TYPE OF COMMITMENT...**

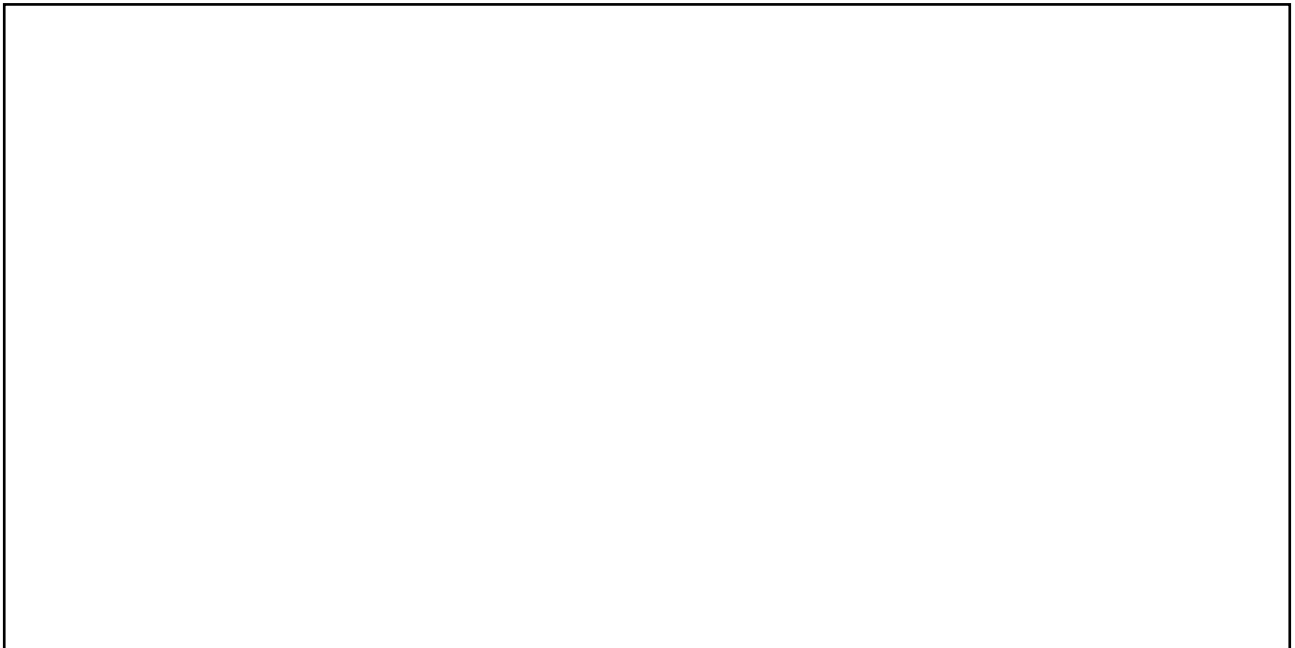
**...AND MOST BUSINESS OWNERS
DON'T ENJOY THE LEVEL OF SUCCESS
THAT THEY SET OUT TO ACHIEVE.**

Coincidence?

Your actions for the next 7 Days

Knowledge is NOT power. Knowledge combined with action and the right attitude (**ACTitude**) is applied knowledge and is true power. So what are YOU going to DO in the next week that will make your business better?

List **3 Actions** that you are going to DO in the next 7 days:-

A large, empty rectangular box with a black border, intended for the user to list their actions for the next 7 days.

Have a Great Week...

ABOUT johnolivant.com

There are two things EVERY business owner wants. First, they want to generate more leads, attract more clients and make more money so they can eliminate any current financial distress they find themselves in. Second, they want to reach £1 million in annual revenue so they can begin to live the life they have always dreamed of having and so richly deserve.

Our Business building systems have been specifically created to provide all small business owners with the tools, resources and support they need to accomplish both of these goals.

How? First, we help you target your ideal client, understand exactly what they want when they make their decision to buy, and create compelling marketing messages that enable you to out-market and out-sell your competition.

Once we help you to establish a successful and lucrative sales process, we then help you document this process and license it worldwide to others in your market.

To find out more just go to www.johnolivant.com

Or to book a 45 minute business turnaround session where we will find a minimum of £10,000 in additional profit hidden in your business just call on 01482 408585 or drop an email to info@johnolivant.co.uk