



THE ENTREPRENEUR'S GUIDE TO PRODUCTIVITY

A 5-STEP DAY PLANNER



Focus on "output" rather than "activity" or "input".
You can do the task, but measure the results to
see what's really important. That way, time is spent
on what generates the greatest return.

Ask, "What's the most you can do with the time
you have available? What's the most you can do
with the resources you have?"

Eight points.

1. **Set clear goals.** Set clear, measurable goals for what you want to accomplish. Make sure the goals are specific, measurable, achievable, relevant, and time-bound.
2. **Establish work rhythms.** Establish a work rhythm that fits your needs. For example, you may prefer to work in 20-minute increments, or you may prefer to work in 90-minute increments.
3. **Establish work rhythms.** Establish a work rhythm that fits your needs. For example, you may prefer to work in 20-minute increments, or you may prefer to work in 90-minute increments.

Establish work rhythms.

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STEP 3

FOCUS ON RESULTS.

Focus on "output" rather than "activity" or "input".
You can do the task, but measure the results to
see what's really important. That way, time is spent
on what generates the greatest return.

New business milestones

New business milestones are about 80 percent of new business success.
The more work you put into planning and preparing, the more successful
you'll be. The more you plan, the more you'll be prepared for success. And that's
the key to success.



The 80/20 rule is a principle that states that 80% of the results are often achieved by 20% of the inputs. In business, this means that 80% of the revenue is often generated by 20% of the products or services offered.

For example, 80% of your sales come from 20% of your products.

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