



# THE ENTREPRENEUR'S GUIDE TO PRODUCTIVITY

A 5-STEP DAY PLANNER



Focus on "output" rather than "activity" or "time".  
You can check the box, but measure the results.  
You only measure progress when you move to goals,  
prioritize, communicate priorities, and continue to  
prioritize, communicate priorities, and continue to

do... that's the most you'll feel like doing day-to-day.  
You can't do it all, but you can do more. You can't do  
it all, but you can do more.

right priorities.

1. **Set your goals.** You can't measure progress  
without goals. Set them, write them down,  
prioritize them, and communicate them  
to your team.
2. **Communicate priorities.** You can't measure  
progress without priorities. Set them, write  
them down, prioritize them, and communicate  
them to your team.
3. **Focus on output.** You can't measure  
progress without output. Set them, write  
them down, prioritize them, and communicate  
them to your team.

## STEP 3

### FOCUS ON RESULTS.

As many entrepreneurs work to grow their business, the idea of success is often  
overlooked. Each business is in fact capable of many, many different kinds of success.  
Entrepreneurship is a way to grow, to build, to create, to innovate, and to achieve more.

#### Key focus areas:

The four key focus areas for success in your business are:  
1. Time and effort: Measuring output and progress, prioritizing tasks,  
communicating priorities, and communicating output. This includes  
prioritizing tasks, setting goals, writing them down, and communicating  
them to your team.



The Pareto principle, or 80/20 rule, is based on the idea of greater efficiency  
and less effort to gain more. By using this principle, you can focus on the  
most important tasks to gain more. By using this principle, you can focus on the  
most important tasks to gain more. By using this principle, you can focus on the  
most important tasks to gain more.

It's important to remember that 80% of your time and effort go to 20% of your  
business.

# Productivity Guide Advanced Strategies

**Luther Yates Gore**

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