



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 only what's important from your time to work
on. Prioritize, communicate priorities, and continue to
prioritize, communicate priorities, and continue to

do. For the most part, I just think we need to work
on the priorities before moving forward. You can't
do it all, but focus on what matters.

right priorities.

1. **Set your goals.** Set your goals, and make sure
they are SMART: Specific, Measurable, Achievable,
Relevant, and Time-bound.
2. **Establish your priorities.** Prioritize your tasks
based on the importance of the task and the time
it will take. The more time you have, the more you
can focus on tasks that are important to your
business.
3. **Follow your plan.** Follow your plan, and make
sure you are staying on track. If you find
yourself getting off track, go back to your
priorities and make sure you are staying on
track.

STEP 3

FOCUS ON RESULTS.

As an entrepreneur, you will be able to measure the results of your work. This will help you to make sure that you are focusing on the right priorities and continue to work on the most important tasks. This will help you to make sure that you are staying on track and continue to work on the most important tasks.

New business owners:
New business owners should be focused on the results of their work. This will help them to make sure that they are staying on track and continue to work on the most important tasks. This will help them to make sure that they are staying on track and continue to work on the most important tasks.



The Pareto principle, also known as the 80/20 rule, is based on the concept of power law distributions. It states that 80% of the outcomes are caused by 20% of the inputs, and it can be applied to many areas of life, including business. In business, the 80/20 rule can be used to identify the most important tasks and focus on them to achieve the best results.

For example, if you are a small business, you can focus your energy and time on the most important tasks to achieve the best results. This will help you to stay focused and efficient, and it will help you to achieve your goals faster.

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