



# 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. For the most part, I just move on and do what  
needs to be done. I don't focus on what to do first  
or the priority of doing something. You can do  
it all and still move on to the next

right priorities.

1. **Set your goals.** You can't move forward  
without a clear idea of what you want to  
achieve. Set your goals, and then  
prioritize them.
2. **Communicate priorities.** You can't move forward  
without a clear idea of what you want to  
achieve. Set your goals, and then  
prioritize them.
3. **Focus on output.** You can't move forward  
without a clear idea of what you want to  
achieve. Set your goals, and then  
prioritize them.

## STEP 3

### FOCUS ON RESULTS.

As many entrepreneurs work to stay ahead of their day-to-day tasks, it's easy to become  
overwhelmed. Each step in this 5-step productivity program helps you identify the most  
important tasks to focus on, prioritize them, and continue to move forward.

**How does prioritization work?**  
Prioritization is the process of determining what tasks are  
most important to focus on. Prioritization helps you identify  
what needs to be done, and then move on to the next  
task. Prioritization also helps you identify what tasks are  
most important to focus on.



The Pareto Principle, also known as the 80/20 rule, is based on the concept of greater efficiency  
and less effort to achieve the same results. By using this prioritization and focus on the  
most important tasks, you can move forward more efficiently and effectively, and achieve  
greater results with less effort.

For example, if you work 80 hours a week, you can focus on the 20% most important tasks  
and achieve 80% of your results.

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