



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 goals
based on what's most important. This will help you
focus on the right things and avoid getting lost in
the weeds.
3. **Follow your plan.** Once you've set your goals
and priorities, it's time to put them into action.
Create a plan of action, and stick to it.

the right tasks to do
and the right tasks to skip.

the right tasks to do
and the right tasks to skip.

STEP 3 FOCUS ON RESULTS.

As an entrepreneur, you're likely to feel the need to constantly be working
on something. That's because it's how you grow your business. But don't
forget that focusing on results is just as important. By prioritizing your time and energy on what
matters, you can achieve success, success in your growth, and a better future.

New business mistakes:
New business owners make a few common mistakes when starting out.
They focus on the wrong things, they don't have a clear plan, and they don't have a clear
understanding of what they need to do. These mistakes can lead to failure, but with the right
plan, you can avoid them and succeed.



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 effects come from 20% of the causes. In business, this means that 80% of the
income and revenue is often from 20% of the customers, and 80% of the time and effort is often spent on 20%
of the tasks and activities. By focusing on the 20% that matters, you can achieve success and a better
future for your business.

As an entrepreneur, it's all about growth. That's why it's important to focus on the growth
of your business.

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