

“DOMINATE YOUR DAY! WIN YOUR WEEK!”

Name: _____

Date: _____

6 STEPS TO PERSONAL PRODUCTIVITY MASTERY 1 – Focus, do not multi-task, eliminate distractions 2 – Make lists based on DPA...think 80/20 at all times! 3 – Prioritize everything you do based on your goals 4 – Protect your time blocks, plan your day in 30 min blocks 5 – Eliminate clutter, delete or throw away? 6 – Plan your week on Sunday and every day in advance

S t a r t	S t o p	A B C	TOP 6 Must Do MONEY MAKING Activities For Today	Plan Start Time	Plan Stop Time	Estimated Time Required	Followed Schedule	What Is This Worth?
			1.				<input type="checkbox"/>	\$
			2.				<input type="checkbox"/>	\$
			3.				<input type="checkbox"/>	\$
			4.				<input type="checkbox"/>	\$
			5.				<input type="checkbox"/>	\$
			6.				<input type="checkbox"/>	\$

Action Item List
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Positive Focus – Go B-I-G!
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Notes and Insights from the Day: