

Running Out Of Time?



TIP: Figure out what makes you more effective.

Where should you be spending your time? Running your business, not in your business.

If your entire time is spent doing the minor details, you will never get out of the cycle of working hard and then hitting cash flow issues.

If you find yourself being bogged down, try some of these tips;

- Lump tasks together. When you stay focused you are more productive.
- Don't finish working until your top priorities are complete. Don't stop until your top 5 'to dos' of the day are finished.
- Clean up your email all at once. This can be at the start of each day or at the end. Clumping this work together can reduce the time it takes to clean your inbox in half.
- Any of your easy tasks that are repeatable, try to outsource these.
- Smaller tasks that may not matter, wait to complete them. They might never actually be required

Business Solver Modules:

- ❖ Time Management
- ❖ Choosing Revenue Streams
- ❖ What's The Right Business Model?

