

**FIND YOUR FOCUS**  
**& GET 10X MORE DONE**



**IN JUST 1 WEEK**

**Productivity Tool  
For Professional  
Service Providers**





# How To Use This Tool

Typical entrepreneurs usually have many different 'projects' on the go at once, with our attention constantly diverted. This tool works for anyone struggling to manage multiple tasks or events during their busy week. It has helped our productivity improve tenfold.

Do you dislike 'To Do' lists that get longer and longer, becoming a daunting elephant you have to try to eat all at once? Does it seem crazy to spend more time creating and managing your "To Do" list than actually achieving anything?

This is not a to do list! It is a Weekly Project Planner that enables you to focus on the main priorities for each section of your life during the week, with the real pleasure being to 'tick' off each task as you complete it. Here are the steps:

- First print off the last page of this document
- Choose a time each week that you will spend just 20 minutes planning the week- I normally do this on Sunday night, but you could do it on Monday morning.
- Divide all of your 'things to do' into projects - this might be a client name, aspect of your work or business, child's name or simply the word 'Home'.
- Write just the most important things you need to get done this week for each project.
- There is only room for 5 and you can have just one task per project.
- Stick the completed Weekly Project Planner where you see it the most - mine is above my computer desk and I check it when I am ready to move to the next task.
- Tick the tasks off as you go.

The rules are:

1. You can't have more than 5 tasks per project
2. If a task is uncompleted at the end of the week, it goes onto the next weeks planner
3. If that task stays on your planner for more than 2 weeks, it is too large a task, break it down to smaller tasks instead.

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**ULTIMATE BUSINESS PROPELLOR**  
YOUR MARKETING ACTION PLAN



Project:		
	Task	✓
1		
2		
3		
4		
5		

Project:		
	Task	✓
1		
2		
3		
4		
5		

Project:		
	Task	✓
1		
2		
3		
4		
5		

Project:		
	Task	✓
1		
2		
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4		
5		

Project:		
	Task	✓
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Project:		
	Task	✓
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Project:		
	Task	✓
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Project:		
	Task	✓
1		
2		
3		
4		
5		