



# The Productive Entrepreneur

## **How To Prioritize To Get It All Done Workbook**



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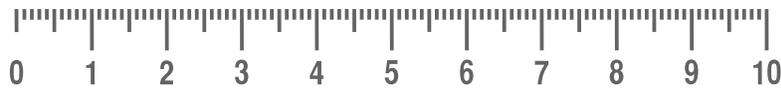
# Procrastination ~ the productivity killer

**My mom always said, "If you want something done, give it to a busy person." As a child I didn't understand this reasoning. Now, as a business owner I completely agree with her.**

**Those that are busy, are those individuals who know how to prioritize, time manage and not procrastinate.**

Would you agree?

**This is our starting point. Ready? Good. On a scale of 1-10, how would you rate your current levels of productivity?**



**What are the biggest productivity challenges you face right now?**

List your top 3 below:

01

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02

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03

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***What specific distractions or activities keep you from being productive?***

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***Who do you know that is very productive? What makes them productive?***

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***What does an ideal day look like for you in terms of being productivity?***

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# Systems Over Goals

**We talk a lot about goal setting and the S.M.A.R.T. approach to setting those goals. The other side of the formula actually is the systems portion of goal setting.**

**To start, we are going to reflect a little on your past experiences. Identify current goals and dive into the systems element.**

**What has been your experience in setting goals?**

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What are your top 3 current goals?

01 

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02 

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03 

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***If you haven't thought about the systems you use to implement your goals, take a moment now. Thinking of these systems, why do you believe systems are effective in helping you achieve your goals?***

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***If you haven't used systems before, think about what systems you will set up to help you achieve your goals? If you already use systems, how can you add or improve those systems to better support your productivity and goal achievement?***

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***If you stick with your systems, what will the end results be? Will you achieve the goals you want?***

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## *The Early Bird Gets Everything Done*

**Are you an early riser or do you love to sleep in? There is something to be said about being the first one up. Quiet, solitude, relaxing, and you can actually hear the birds twittering outside. Sleeping in definitely has its benefits. Not sure about you, but I have a hard time sleeping in. Not sure if it has anything to do with my dad always being up at the crack of dawn and reminding us "The early bird gets the worm", so we were then trained to rise and shine.**

***What keeps you from getting up early? If you can wake up early, what makes it possible for you?***

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***Does your bedtime reflect your desire to get up earlier?***

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***What can you do to minimize the amount of technology you use at night?***

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***What would an ideal sleep routine look like for you?***

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***Based on what you've outlined above, how close does your current bedtime routine match your ideal routine?***

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***Do you currently exercise regularly? If so, do you feel your exercise habits reinforce or hurt your sleep routines?***

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# Kill Your Distractions

**Staying focused for most people longer than 15 minutes on one given task is a challenge. Yes, there are those of us who can get lost in the task and time seems to slip on by. But in reality, those types of enjoyable to-dos are not what carry us through our workday.**

**It is said, that once we lose our focus, it takes up to 15 minutes to get back into the groove of doing what we were doing before being distracted.**

Thinking of yourself, does this resonate with you?

**On a scale of 1-10, how distracted would you say you are during your workday?**



**What are the primary things that cause you to get distracted?**

List your top 3 below:

01

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02

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03

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***How can you create space and time for uninterrupted work?***

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***How much more would you accomplish if you had an undistracted day?***

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***What steps will you take to incorporate rest and play into your life?***

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## *Slay Your Dragons*

**Where's my armor? Do you have those days where it seems like you need to strap on your warrior outfit to dive into your day? I like to ease into my day which is why getting up early for me is motivating.**

**When you actually sit down to get to work, where is your focus turning to?**

***Do you gravitate toward doing the hard or easy things first at work?***

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***If you choose the easiest tasks first, what makes it so tempting to do the those first at work?***

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***Do you believe doing the easiest tasks first is a bad strategy in terms of being productive? If so, why? If not, why not?***

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# Summary

*Breaking habits that support a procrastination approach to life and business are hard, but they are doable. Don't give up. Be patient with yourself and remind those around you of the major changes you are adopting.*

*Give yourself permission to mess up. We are not perfect, and Rome wasn't built in a day. The days you find yourself procrastinating check in to see if you can identify what might be going on for you emotionally. As emotional beings, we need to honor where we might be at any given time. Check in to see if there is a reason you are avoiding a certain task. If there is, see if you can adjust the time frame it needs to get done by or ask for help with getting it completed.*

*As you keep moving through these strategies, you will find your productivity will improve and your new habits will all of sudden feel comfortable, like they've been there all along.*

***Please contact me and ask for help while working through your any procrastination and productivity issues you may be experiencing.***

***I encourage you to take advantage of my **30-minute free session** for all new clients.***



***Ready? Email me now and let's get you purposefully creating and intentionally moving towards having the business of your dreams.***

***inspiringursuccess@gmail.com***





## KAREN KLEINWORT

YOUR BUSINESS SOLUTIONS COACH

Karen is a certified professional coach; she has been specializing in business growth and goal achievement solutions by improving prioritization, life-work balance, stress and unexpected crisis management since 2004.



Born in Apsley, ON. Lives in Midland MI with her husband Jerry with their 2 kids, Caden and Phebe



Holds a Bachelor of Science in Business Management; Certified in Anger Management and Non-Profit Management



Happily married to Jerry Artache since 2006



Named one of the Who's Who in Professional Management in 1999



Favorite books: Handmaid's Tale, Harry Potter, and Lean In



She believes that "There is no such thing as a glass ceiling, and every day is a great day to start again!"

Follow her day to day at   



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