

# **FOCUS** ON **YOUR** **SUCCESS**



## **WORKBOOK**

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## Introduction

This workbook will help you discover your time traps and create a plan to eliminate them for your business success.

## Time Diary

Document what you do and how much time it takes you to do it for the entire week. The goal here is to uncover where you are spending your time and determine how to streamline it better for your success.

### Monday

### Tuesday

Wednesday

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Thursday

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Friday

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## Deeper Focus

Which tasks are my time suckers?

Which tasks do I procrastinate?

Which tasks are not within my expertise?

## Time-saver Templates for Tasks

Client Communications:

Frequently asked questions:

Billing and payment issues:

List templates to create for your team to use.

Build a help desk with an FAQ page and canned responses you VA can use. Create the questions and canned answers below.

What ways can you systemize your business tasks?



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Create a list of your tech-trouble areas.

Calculate the value of your time.

Determine the rate you can afford to pay a tech assistant.

Research potential tech assistants. Interview at least three tech VAs to help you on an as-needed basis.

## Calendar Implementation

Create your calendar and commit to using it for everything you do in your business.

## Ongoing Education

When considering to take a course, ask yourself these questions:

Do I need this right now?

Will it help me make more money?

Will it help me reach more people?

Will I use it in my business within the next month?

Determine how much time you have to devote to education. Always look at your calendar to make sure you can handle it. When you plan to take a course, block the time it will take to do it on your schedule as soon as you purchase it, so you don't forget about it.

## Market Research

Focus on documenting your time for everything that has to be done by you in your business. If you have never maintained a calendar except for coaching calls and webinars, you need to put an effort in to make it a habit to use your calendar.

Block off time to research what your market needs and wants. Gather the data from:

- Listen on social media
- Review your support tickets
- Check out your competition
- Review blog comments
- Create a survey

Identify your audience's most significant pain point.

Determine the length, format, and price for your program or product.

Create your survey and pay attention to the language your audience uses.

Develop your program using:

- Repurposed content
- Outsourced content
- Crowdsources content
- Rebranded (PLR) content

## Summary

You can fully focus on your business when you know that your calendar has everything for your business tasks documented. With proper planning, you will reduce feelings of overwhelm and never miss a client deadline again.

If managing your calendar in such detail is new to you, implement the items in this workbook and profit planner to take control over your time management. Once you begin scheduling your business tasks, you will love the freedom and control you will gain in your business.