

# 7 DAILY ACTIONS to Create a Productive Week



## Action One

Set your wakeup time and **STICK** to it Monday - Friday.



## Action Two

Do something that brings you joy and keeps you grounded **1st thing in the AM.**

- a. For me, it is journaling, exercising, and reading.  
You choose the things you enjoy.



## Action Three

Download on paper **EVERYTHING** you want to get completed today. **Stuck? Ask yourself these questions.**

1. What do I want to do/create today or this week?
2. What are the most important things I need to focus on today or this week?
3. Where am I procrastinating? (Schedule these items first)
4. What is the next best step? (Schedule it today)
5. Is there anything on my list I can delegate or outsource? (Spouse, Child, Employee, Third-Party Vendor)



## Action Four

Prioritize the list you created in action #3.



## Action Five

Schedule your items on paper or electronic calendar:

- a. Give each item a time frame for completion.  
(Exp: 15 minutes, 30 minutes, 60 minutes)
- b. Set the specific time you will complete each item.  
(Exp: 9:00 am; 3:00 pm)



## Action Six

Follow the schedule that day and note where things took longer or less time to complete.

- a. Use data to schedule a better tomorrow.



## Action Seven

Before you close out the day, write down the items you didn't complete and use the list as a starting point for tomorrow's download (action #3).



## Final Action for the Day

Pat yourself on the back and...

**REPEAT TOMORROW!**