



MENTAL MASTERY
COLLECTION



How to become a

PRODUCTIVE POWERHOUSE



CHECKLIST



THE COMPLETE SELF-HELP GUIDE

Productive Powerhouse – Checklist

- 1.** Focus on one task at a time, and remember to take sufficient breaks whenever possible - you'll stand to accomplish more this way
- 2.** Are your daily objectives in line with your main goals and are you engaging in the tasks that will help you reach those goals? Effectiveness should be prioritized over efficiency in all your considerations about productivity
- 3.** Create and define your vision - make sure your vision is specific and clear. It is your starting point and the foundation you will be building on
- 4.** Set yourself measurable and focused goals – use the S.M.A.R.T.E.R approach to goal setting
- 5.** Develop the right action plan for you. Remember – one size doesn't fit all. Setting realistic and relevant goals will produce a much clearer roadmap for you

- 6.** Give each day a theme so that you can focus your time on the key objectives for that day and avoid the risk of multitasking and spreading yourself too thin – you must protect your time
- 7.** Remember energy is very important when you're aiming for high productivity – don't forget to invest time in your spirit, body and mind
- 8.** Creating your game plan will help to motivate you into effectively managing your time. Set your intentions for the day and remember to always allocate time for you to take a break, grab a healthy snack or go for a run
- 9.** Tap into the power of leverage and delegation! Duplicating, automating, outsourcing are hugely beneficial for your productivity. Who said you can't buy time?
- 10.** Focus: Follow One Cause Until Successful!