

HOW SHE DOES IT

7-Day Productivity Power-Up



growth
GETTERS

There was a time when my constant companions were overwhelm, exhaustion & guilt. If this is you,

there is hope.

It starts today. These simple practices have been my key to productivity and now they can be yours too.



YOU CAN DO THIS

POWER PLAY SCHEDULE

DAY 1: Personal Assessment.

This is your opportunity to embrace each area of your life.

DAY 2: The Morning Routine.

Let's rewrite your morning and cut out the momentum-killers.

DAY 3: The Desktop Edit.

Organize your desktop & workspace to block distractions.

DAY 4: Time Blocking Method.

How to use time blocking and alarms with success.

DAY 5: The Batch Method. This is how we get more done in less time and get ahead.

DAY 6: Set Your Hours. This is about getting you in & out, and back into the rest of your life.

DAY 7: The Rest Rule. It's as simple as it sounds.



DAY 1

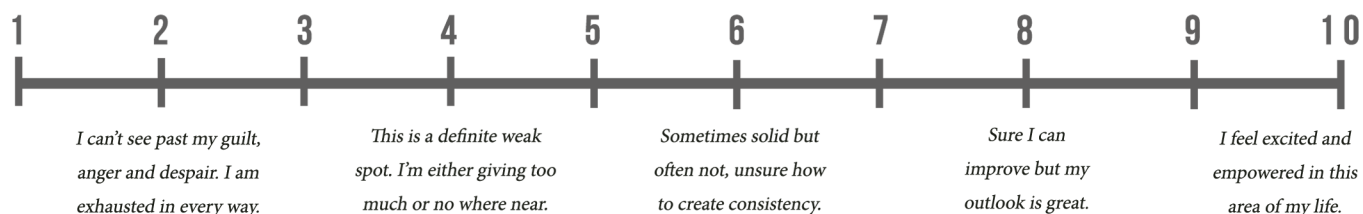
Personal Assessment



THE ASSESSMENT

purpose driven living

We are not striving for perfection, but rather a more optimistic perception. An unbalanced life creates chaos, guilt and uncertainty. In contrast, order and balance (even with real-time flaws) arm us with confidence & security. Use this worksheet as often as necessary to evaluate where you are in key areas of your life.



MARRIAGE (OR RELATIONSHIP)	1	2	3	4	5	6	7	8	9	10
FAMILY	1	2	3	4	5	6	7	8	9	10
HOME	1	2	3	4	5	6	7	8	9	10
EXERCISE & HEALTH	1	2	3	4	5	6	7	8	9	10
REST & RELAXATION	1	2	3	4	5	6	7	8	9	10
BUSINESS	1	2	3	4	5	6	7	8	9	10
CREATIVITY & GROWTH	1	2	3	4	5	6	7	8	9	10
SPIRITUALITY	1	2	3	4	5	6	7	8	9	10

BONUS [TRUE OR FALSE]

NOVELTY: I'M INTRODUCING NEW EXPERIENCES TO STAY VIBRANT	T / F
INTERACTION: I'M CREATING FOCUSED TIME FOR THE PEOPLE I LOVE	T / F
SERVICE: I LOOK FOR OPPORTUNITIES TO SERVE & GIVE GENEROUSLY	T / F

Whole Living Growth Plan

Identify one thing you can do to increase each score by one point!

MARRIAGE (OR RELATIONSHIP)

FAMILY

HOME

EXERCISE & HEALTH

REST & RELAXATION

BUSINESS

CREATIVITY & GROWTH

SPIRITUALITY

I WILL REASSESS ON ____ / ____

A REMINDER IS SET IN MY CAL.

DAY 2

The Morning Routine



HOW YOU START MATTERS

The first step to increasing your productivity is making sure that the way you start your day gives you the best chance for success.

1) Growth Getters are clear on where they want to start each day. They don't let their inbox or social media be the first thing they see.

2) High Performers don't let their kids, partner, or someone else's obligations be their alarm.

3) Setting your intention before you jump into your day and then starting Daily Five with a BOLD action, can do more for your confidence and growth trajectory than just about anything else can.



The secret to your future is hidden in today.

DAILY PLANNER

■ BIG GOAL REVIEWED

■ BLESSINGS COUNTED

■ AFFIRMATIONS CLAIMED

#1 THING I CAN DO TO MOVE MY BIG GOAL FORWARD IS:

DAILY FIVE

1

THE BOLD ACTION I'M STARTING WITH TODAY

2

3

4

5

If this was the second time I was living this day, what would I do differently?

Someone I could show appreciation to today is:

BLOCK 1 ____:____ - ____:____

BLOCK 4 ____:____ - ____:____

BLOCK 2 ____:____ - ____:____

BLOCK 5 ____:____ - ____:____

BLOCK 3 ____:____ - ____:____

BLOCK 6 ____:____ - ____:____

TOTAL HOURS _____ I'M DONE WORKING AT: _____

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BLOCK 5 ____:____ - ____:____

BLOCK 3 ____:____ - ____:____

BLOCK 6 ____:____ - ____:____

TOTAL HOURS _____ I'M DONE WORKING AT: _____

BLESSINGS

NAME THEM ONE BY ONE

AFFIRMATIONS

SOME FAVORITES

**I AM
SUCCESSFUL
IN WHATEVER
I DO**

**I PLAN MY
WORK AND
WORK MY
PLAN**

**I FOCUS ON
WHAT IS TRULY
ESSENTIAL**

**NEW
OPPORTUNITIES
SHOW UP
EVERY DAY**

**GOOD
FLOWS TO
ME, GOOD
FLOWS
FROM ME**

**I AM
GENEROUS
IN THOUGHT
& DEED**

**I SPEAK
WITH
CONFIDENCE
AND CALM
ASSURANCE**

**I WELCOME &
ANTICIPATE
ABUNDANCE**

I AM

I am confident

I am a finisher

I am a child of God

I am a loving wife

I am a devoted mother

I am present

I am intentional

I am capable

I am radiant

I am smart

I am debt-free

I am powerful

I am thoughtful

I am a great friend

I am successful

I am courageous

I am peace

I am love

I am happy

I am blessed

I am beautiful

I am important

I am worthy

WRITE YOUR OWN

DAY 3

The Desktop Edit





THE DESKTOP EDIT

Have you seen 'The Home Edit' on Netflix where a room goes from chaos to a rainbow-organized space with everything tucked away in acrylic bins? Well, this is like that, sort of. Only we're conquering your computer desktop.

I created and started using the Desktop Organizer over 5 years ago now! How is that even possible? It's still the best way I've found to keep my desktop organized and clean so that I'm ready for success every time I sit down to my computer to work from home.

[Download the Desktop Organizers](#)

DAY 4

The Time Blocking Method



the day before vacation

ON THE REGULAR

Take a few minutes to plan out your priorities and then block the time. Here's why this can be so effective...

Think back to your last day *before* vacation. Tomorrow you were off, which meant that today you HAD to CLEAR that to-do list.

I'll bet you got more done that day than you sometimes do in a week! Why? Because you prioritized your tasks (it suddenly got much easier to define what was important and what wasn't) and then you blocked the time.

Even if you don't think you're normally productive, on that day you were stellar at prioritizing and dismissing distractions.

What if you treated every day like the day before vacation and every morning with the same prioritizing that you would on that last day?

Here's the secret: prioritize every day like it's the last day before vacation.

You're going to have good days and bad. Days where you're on it, and others when distraction gets the better of you. That's okay. We are building new habits, not instant perfection.



My Ideal Schedule

IDEAL SCHEDULE W/ TIME BLOCKING

____:____ _____

____:____ _____

____:____ _____

____:____ _____

____:____ _____

____:____ _____

____:____ _____

____:____ _____

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____:____ _____

____:____ _____

____:____ _____

____:____ _____

____:____ _____

IDEAL BATCH PROCESSING PLAN

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Sat _____ *Sun* _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Sat _____ *Sun* _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Sat _____ *Sun* _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Sat _____ *Sun* _____

DAY 5

The Batch Method



THE BATCH METHOD

This is about taking reoccurring tasks (such as blogging, posting on social, etc.) and blocking out time to get multiple done in one session.

This is one big component that can eliminate feeling frantic or being behind.

There are tasks that we all have that come up on the regular. Instead of taking care of one at a time, block time and work on multiple at one time so that you can schedule into the future and eventually be weeks ahead.



THINGS TO TRY BATCHING

- **Blogging** (Try to schedule at least 2 blog posts each time you sit down)
- **Newsletters** (Theme the month and write all of your newsletters at once)
- **Finances & Analytics** (Block and schedule monthly meetings with yourself to check your numbers)
- **Social Media** (Block out time [weekly at first] to schedule all your posts)
- **Pinterest Marketing** (We use Tailwind to schedule out and promote our content on Pinterest. We try to always schedule 2 weeks in advance)
- **Follow Up** (Block and schedule all of your follow up for the same time)
- **Email!** (I batch in the sense that I don't let it stay open all day. 2x a day with a 30 min. timer - get in and get out)

DAY 6

Set Your Hours





SET "OFFICE" HOURS

Every other job has set office hours, except us. In the world of self-employment, we tend to blur the lines until we find ourselves "open" and available 24/7.

I don't know why this took me so long to figure out, but once I did... WOW! It changed everything!

I started getting way more done, my family felt more important, and I finally started feeling like I was enjoying the freedom you think you're going to have as an entrepreneur, but can easily give away if you're not intentional.

At the beginning of each week, I look at my projects, meetings, etc. Then I plan that week's office hours. Once I have them set, I post them on my door and send them to my team.

Now everyone (including ME) knows when I'm working and when I'm not!

And my kids help me remember. If I'm still in my office, I'll hear, "Mom it's 1:15. Your hours say you're done at 1:00."

"We did not start our businesses to work 24/7."

OFFICE HOURS

FOR THE WEEK OF:

Did I keep
my hours?

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

THIS WEEK I'M LOOKING FORWARD TO:

DAY 7

The Rest Rule



THE LAW OF THE HARVEST

The farmer understands that there are times to plant, harvest, and rest.

While we were in Bali, I became enthralled with the process of planting rice. It was an art form I had never appreciated, but now I wanted to.

Everyone had a little plot so they could produce their own food, including our driver. I asked him if it would be possible for us to help them for a day.



I'm sure we were the worst help they'd ever had! But they were kind and showed us every part of the process that happens long before I enjoy my bowl of rice.

That experience gave me an even deeper appreciation for the wonderful people of Bali. I also couldn't help seeing the connection to the art of producing a successful rice crop and a successful business.

One of the greatest lessons we as business owners can learn from the farmer is timing. There are times to plant (building stage), there are times to harvest (launching, selling, delivering goods), and there must be time to REST too.

The farmer knows that during planting & harvest she will put in long days, but she also knows that this is temporary.

God taught us this principle from the very beginning, "And God saw every thing he had made... and, it was good. And God ended his work... And he rested."

**A fresh
start isn't a
new place,**

**it's a new
mindset.**