



A Smart Productivity Worksheet

Being busy is not the same as being productive. Ensure you're actually achieving something with your work hours by answering the following questions:

1. Projects

Shorter easier projects can boost your sense of momentum. You should expect and really WANT whatever result you are doing all this work for.

Which short easy project energises you the most?

What will achieving that project result in for you?

How much do you want to achieve that result?

2. Brain Clear

Do the following to purge your brain cache:

- List everything on your mind onto paper to release the overwhelm.
- Choose only a few things that are really important.
- Take a picture of the list.

3. Timing

Work at the prime productivity parts of the day. Go with the energy when it is there.

At what time(s) of the day do you have the most energy?

List the next three activities from your brain clear list you will tackle during those hours in the next week:

1. _____

2. _____

3. _____

4. EHR

Measure your effective hourly rate (EHR). The amount of profit divided by the number of hours worked.

Over the last month:

Revenue = _____ minus Cost = _____ (Profit) divided by Hours Worked = _____
= Effective Hourly Rate: _____



5. Team

Hire a team. Let others take care of lower EHR activities and anything you just don't enjoy.

List three activities you will hire someone else to do:

1. _____
2. _____
3. _____

6. Sleep

Most adults do not get enough sleep. Sleeping restores your body and lets your brain be more effective.

How much sleep are you getting on average?

_____ Hours per night

Do the following to improve the quality of your sleep:

- Reduce electronic activities an hour prior to bed time.
- Keep devices in another room.
- Set an alarm to go to bed.

7. Facebook

Spend a lot less time on Facebook.

How much time on average do you spend on Facebook?

_____ Hours per day

What might you be doing instead?

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