

Take Charge of Your Day

Do you feel like your workday is crushing your spirit and nothing is getting done? Are you feeling like a slave to “whatever happens next”? Stop the madness!

First of all, you deserve to direct what happens in YOUR day. This does not mean there will not be a small or large change of course in your day, but you need to have a daily game plan. Here are the 4 simple steps to take back your day.

The Result:

Satisfaction of daily accomplishment that compound daily to result in the business success you desire!



1. Declutter your workspace and clean it up daily.
 - Take 5 minutes at the end of your day and put everything back where it belongs. File the papers or place in a “File” basket. Put all the pens away. Empty your overflowing wastebasket.
 - This process will not only start your day in a space that is pleasant to enter but set you up for success the next day.

2. Stop being a slave to the constant messages, texts and e-mails coming through. Some deserve your immediate attention IF they are generating income. If they are not, place them on your Better Me Today worksheet to reach out to at the appropriate or delegated time.
 - Yes, you can silence your phone during periods of work that deserve all of your attention. Humans are far more effective when focusing on one task at a time. Trying to do too much creates stress, which does not create the most productive environment.
 - Plan time during your day to check e-mail and messages. 3 times a day should be sufficient:
 - Upon arrival, after returning from lunch and before closing down for the night.
 - Respond to those who need urgent response, schedule those that don't.
 - Don't get lost in your e-mail, be conscious of the time or set a timer on your phone if you have no control.

3. Do your “Better Me Today” Worksheet at the end of **each day**, for the next day. This worksheet was designed to simplify your day and desk by being a “all in one” place to put those notes to keep you more efficient during your workday. Take charge!
- Make a list of the next day’s 6 priorities. Not 10....just 6. List them in order of priority.
 - In the schedule section; write down all of your appointments in time order. You may already have it in your computer but put it down again on your Better Me Today Worksheet. Writing this down will help organize the rest of your day and keep everything in ONE place.
 - There is also dedicated area on the Better Me Today Worksheets that include a place for:
 - People I need to reach out to; when they pop in your mind that you need to reach out to them, write it down.
 - People I am waiting on; how many times have you made a call and not heard back then ultimately dropped the ball? Maybe not your fault, but the ball dropped regardless.
 - Parking lot and social media ideas; some of your best ideas pop in your mind only to disappear, write them down!
 - Personal space; to be used for those notes of your choosing. Do you need to call the doctor? Did you think of a client you need to reach out to tomorrow? Write it down!
 - At the end of your day, take a new Better Me Today Worksheet and reflect on your day.
 - Cross off anything done and transfer whatever was missed onto the next day.
 - Move your parking lot ideas to their correct file or wall post or however you record them. If you don’t have a parking lot, get one! This can be a write and wipe board or as simple as a piece of paper on a clipboard. Park all your great ideas there so they don’t clutter your mind and are available for later implementation.
 - Move all social media ideas to your social media calendar.
 - Transfer the “people you are waiting on” to the next day OR send a friendly e-mail reminder letting them know you are waiting for a response. Don’t allow them to drop the ball. Take the lead!
4. If social media is part of your job, schedule your posts in advance on a social media calendar and do it all at one pre-determined time, once a week. Be diligent, this can give you back up to 4-5 hours per week. We all know how easy it is to lose 30 minutes when you sign in to simply put up one post.
- If you have a random post that came up during the day, take a quick minute and post it, but don’t go down the social media rabbit hole. Go in and get out quick!



**Follow these 4 simple steps and you
will be thrilled at how productive
you have become!**