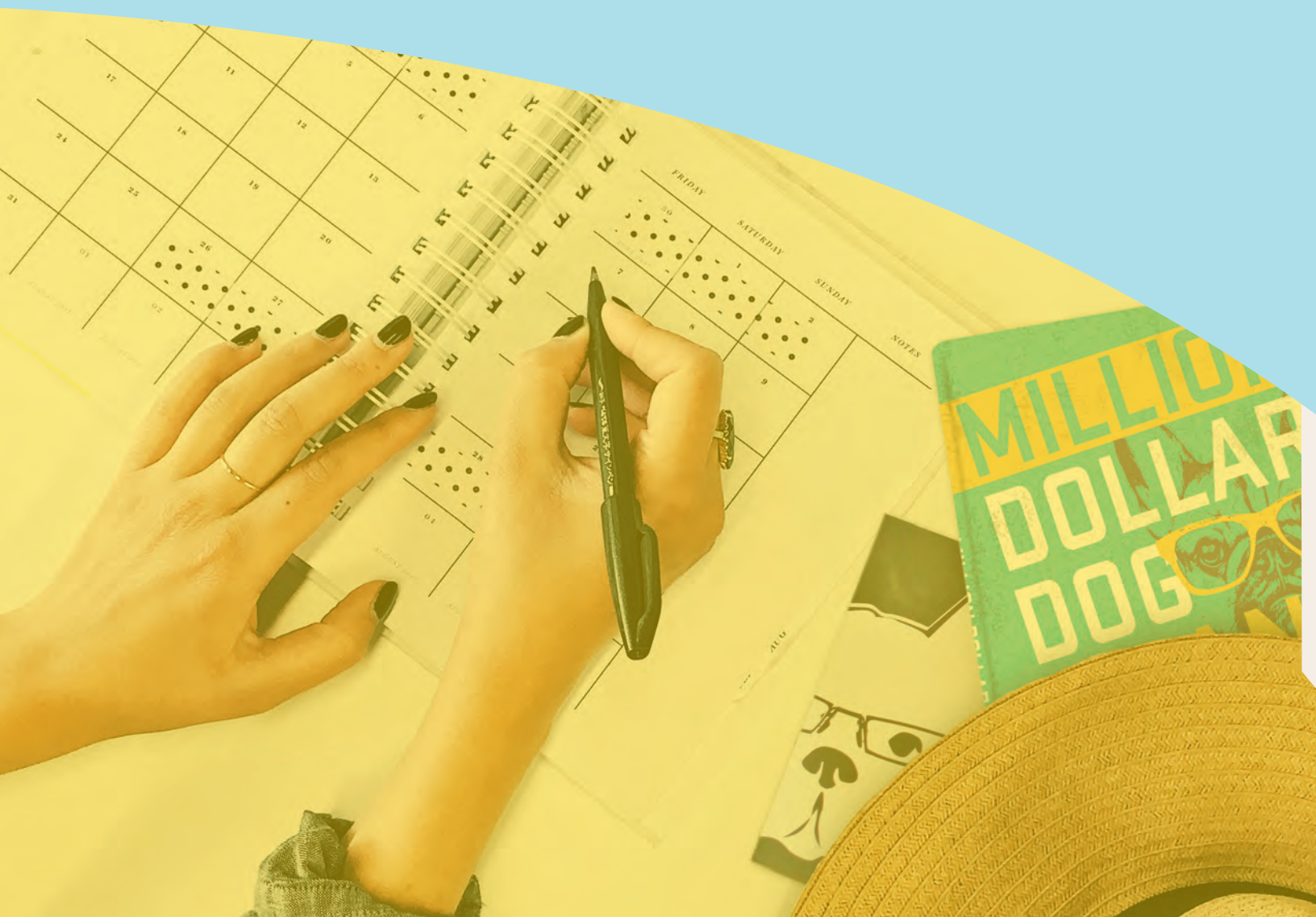




Productivity Planner for Petpreneurs

The simple procrastination-zapping formula that will
instantly give you back more time for the stuff you love.



Welcome.

In this workbook you'll find the steps and tools to fundamentally change how you approach your minutes, hours and days - thus transforming your entire life and business!

No big deal, right? Right! So let's get started!



Watch this:

<https://bookyourpet.com/petpreneur-productivity-planner-delivery/>





Commit to tracking how you're spending every minute of your time for 3 days. Seriously all of it! Just make notes or short hand or doodles so you know what each entry means. Not keen to do it on paper? Try the Toggl app (easy start/stop). No matter how you do it, this exercise is most useful during a regular 'work week' (not on days you're off or travelling etc.).

Day 1

Day 2

Day 3

6am

—

7am

—

8am

1

9am

1

10am

1

11am

12µm

1

1pm

—

2pm

—

3pm

—

4pm

—

5pm

—

6pm

—

7pm

1

8pm

1

9pm

—

10µm



How do you want to be spending your time?

Your precious life is slipping away one minute at a time.
It's time for you to choose how to spend it.
It's time for you to take control back.

Start here.



Here are some tips to make more productive, time efficient, happy-creating choices - but instead of trying to remember them all - just adopt ONE HABIT of filling out the form on the next page at the beginning of each day and you'll instantly transform your days, weeks and months by adopting these positive practices!

Email. Stop checking it compulsively.

Consider setting a few set times a day when you check it and respond. If you're worried about people waiting on responses from you, set up an auto-responder to set expectations for people. You do not OWE anyone anything!

Food & Water. Your body needs fuel.

Put your nutrition and hydration needs higher up on your list. Seriously. Along with your sleep. This is the best thing you can do for your business.

Goals. Make sure you've got em. Make sure you're writing them down regularly

Consider having 3 big ones at any one time: Money, Personal and Impact. Break annual goals down into quarterly and monthly goals, and keep on them!

Gratitude. The single-most important daily practice for happiness & success

It's super easy to just take a few minutes each day to anchor yourself in what you're grateful for - think it and FEEL IT and more will come

To-Do-List. Cap your daily to-do's at 3 important things

There may be more that has to get done in a day - but make sure the stuff that is important but likely to get put off is on this list & start with that!

Don't use Discipline. #1 tip for solving procrastination? Reward good behavior.

Using 'discipline' to improve 'bad behavior' - it doesn't work. It makes you freeze. Instead, reward yourself anytime you get something done or do something you'd rather have put off. Rewarding good behavior is much faster and more effective for creating positive new habits!



WORD FOR THE DAY:

DATE:



LONG TERM GOALS

1. _____
money
2. _____
personal
3. _____
impact

SHORT TERM GOALS

1. _____
this quarter
2. _____
this month
3. _____
the week

Today I will joyfully tick these important activities off my list!

☐ 1.☐ 2.☐ 3.

NOTES:

#MYDAILYTREATS

- ☐ **Thanks.** _____
How will you show gratitude today?
- ☐ **Reward.** _____
What will your reward be today?
- ☐ **Email** _____
Commit to checking it only 3x today?
- ☐ **Activity.** _____
How will you play or exercise today?
- ☐ **Time.** _____
When will your work day start & end?
- ☐ **Space.** _____
What will you do today to get headspace or 'me time'?



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Breakfast

Lunch

Dinner

Snacks

Cross off the icon once you've posted, checked your messages, commented etc.



Cross off the icon for each glass of water you drink

