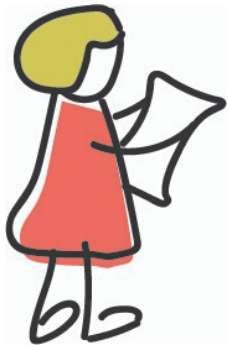


Know your time stealers

Disorganisation and procrastination. Two of the biggest time stealers in any business. Think about what areas of your business might be suffering because of disorganisation or procrastination. Write your thoughts in the box below.



Top tip....

If an item keeps reappearing on your to do list, it's safe to say that there is some procrastination at play! Try breaking the task down into steps. This can really help you decide which part of the process is making you feel uneasy so that you can make a plan to overcome it. Small steps are easier to manage than a large task too!

Today's actions:

- 1** Take a look at the areas that you know are cluttered, disorganised and creating negativity. If you haven't got the answers yourself, seek advice or opinions from others in your field about what they are using to keep them on track. Bear in mind that sometimes it might be more cost effective to pay someone else to do it for you. Take some action to change things if you know they are slowing you down and making you less effective.
- 2** Think about what you are procrastinating about. If it's a particular task, break it down in to steps and take action!



10 MINUTES, 10 DAYS, 10 ACTIONS

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