

Can't Get Everything Done?



Hi! I'm Sharon Jurd and welcome to my Biz Blitz video. Today, I want to talk about whether you can get everything done. And a lot of people say to me, "Sharon, how do you get so much done in your day?" And sure, I have great systems and processes but that's not what I'm talking about today. I really want to talk to you today about sieving through all of your tasks and where you're wasting your time and where you're not spending time on dollar-income producing activity. So this is what you need to do, I've got three simple steps to make sure you are getting what you need to get done during the day.

First, step one, you need to **make a list of the tasks that you do**. Get to really know what you do each day, each week, each month, each quarter, each year so you have a comprehensive list and you may have to do this over a week or two because you won't think of a lot of things. You'll actually make the list and realise there's so much more that you do. So do it over a bit of time. Then when you've got your list, you do step two.

You get a piece of paper, you draw a line down the middle and you put on one side a dollar sign (\$) and on the other side a question mark (?). Then I want you to look at your list and put **everything under the dollar sign that is immediate, income producing for you. Building a website is not income producing, that goes under the column that says question mark. And so you divide up your task into these two columns** and be honest with yourself because some people go, "That's income producing, my Facebook posts", no it's not. That's not immediate income producing. Talking to potential customers or clients is income producing. Once you've got your two lists then the third step is easy. You do all of the things that are under the list under the dollar sign and you totally focus your week, your day, your month or your year on those income-producing items.

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You may say to me, “What happens to all the stuff that needs to get done underneath the question mark?” **That’s what you need to delegate.** You need somebody else doing that. And I know what you’re thinking straight away, “That’s great for you Sharon but I don’t have enough income because I can’t hire ten people to go do that.” And I had the same problem and this is where it comes into my little secret; it’s not such a secret but you may not know is that I have good systems and processes in place but I have a great team around me because I outsource to the Philippines. And when I decided to outsource to the Philippines in my business, I realised that I could grow it even faster than what I was doing before because I could afford to have them on full-time, change their amazing lives because now they are earning great income but getting loads of stuff done in that column of the question mark. And so I never do the tasks in the question mark.

If you want to know more about delegating to the Philippines, I have an online resource centre called Do-It-Yourself Outsourcing, the links will be in this video and you can go and check it out there. But for today, that’s what you need to do.

Firstly, make a list of your tasks that you do every day, every week, every month. Two, put them into the columns under question mark and dollar sign and then focus on the dollar sign activities and they should be your priority each week. And if you’re really honest with yourself, you’re probably spending a lot of time in the question mark list. So move that so most of your time is in that dollar, income producing area and that will make a huge difference to your business. It will grow immediately and you will see the effects take place absolutely straight away.

That’s my video for today. Thank you for watching. If you think this video would be of value to your friends, your family, your colleagues please share my video.

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I want to help as many people as I can and I need your help to do that. Thank you and I'll talk soon.