SMARTER BUSINESS GROWTH

Date _____

# GET IT DONE DAILY SHEET

For business owners: 10 minutes a day to stop putting off the work that moves your business forward.

## 1 · MORNING: YOUR TOP 3 BUSINESS TASKS

Make one the task you've been avoiding

| | Task | Brings money in or protects it? | Two-minute first step | Done |
|---|---|---|---|---|
| 1 | | ☐ | | ☐ |
| 2 | | ☐ | | ☐ |
| 3 | | ☐ | | ☐ |

Name it: next to the task you keep avoiding, write the feeling (nervous, dreading it, unsure). Naming it makes it smaller.

## 2 · MAKE YOUR IF-THEN PLAN

Decide exactly when you'll start

**WHEN I** _____ **THEN I'LL** _____

Example: When I sit down at my desk at 9, then I'll send the first invoice reminder before I open my email.

## 3 · SPRINTS: 25 MINUTES, ONE TASK, THEN A 5-MINUTE BREAK

Hardest money task first

(1) (2) (3) (4) (5) (6) Check off each sprint you finish. One counts.

**Before each sprint, remove the easy escapes:**

- ☐ Phone in another room
- ☐ Notifications off
- ☐ Inbox and messages closed
- ☐ Team knows I'm heads-down

## 4 · END OF DAY

About 5 minutes

- ☐ Checked off what's done
- ☐ Moved one task to tomorrow on purpose, not by default

**Next-step note for tomorrow (the very next thing to do):**

_____

_____

_____

## AVOID THESE

The 3 mistakes

✕ Waiting to feel motivated

✕ Planning instead of doing

✕ Being hard on yourself



Educational content only.