



GET ORGANISED

WITH LOUISE
ELDRIDGE

www.signalbizhub.org

PRODUCTIVITY

BIZHUB

— 4th September 2020 —



WHAT WE ARE GOING TO COVER TODAY?

- **Why are you in Business?**
- **How will you achieve your goals?**
- **Building Good Habits**
- **Time Management**
- **Managing Distractions**

WHY YOU ARE IN BUSINESS

1



What do you want
from your
Business?

2



Set your goals

3



Communicate
your message

WORK / LIFE BALANCE



INVEST IN PERSONAL GROWTH



SIGNAL

BIZHUB

.....

**Because no one should
build a business alone**



DK

IF THE PIE'S NOT BIG ENOUGH, MAKE A BIGGER PIE.

ELIMINATE UNNECESSARY STEPS.

NONE OF US IS AS SMART AS ALL OF US.

THE STRONGEST COMPETITIVE FORCES DETERMINE THE PROFITABILITY OF AN INDUSTRY.

THERE'S A GAP IN THE MARKET, BUT IS THERE A MARKET IN THE GAP?

NO GREAT MANAGER OR LEADER EVER FELL FROM HEAVEN.

TEAMWORK IS THE FUEL THAT ALLOWS COMMON PEOPLE TO ATTAIN UNCOMMON RESULTS.

THE BUSINESS BOOK

BIG IDEAS SIMPLY EXPLAINED

BORROW SHORT, LEND LONG.

BE FIRST OR BE BETTER.

ONLY THE PARANOID SURVIVE.

IF YOU'RE DIFFERENT, YOU WILL STAND OUT.

TEAMWORK IS THE GREAT GRINDING ENGINE OF CHANGE.

YOU WON'T KEEP A FINE COMPANY, JUST A CHEAPER AND A PART-TIME PERSON.

BE AN ENZYME—A CATALYST FOR CHANGE.



TOP TIP

Plan your Year

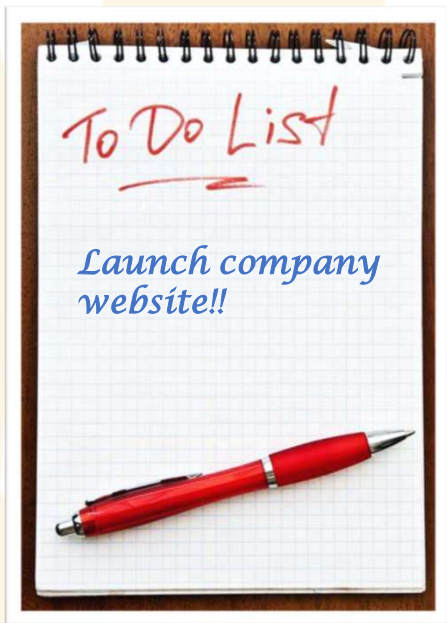


HOW WILL YOU ACHIEVE YOUR GOALS?

Tasks

Milestone

Goal!!



5 year plan



1 year plan

Say NO!!!



TOP TIP

Be SMART

Are your goals
SMART?



DECISION MAKING

- 35,000 decisions every day
- Simplify your decision making process by building habits

Making less decisions:

- Saves time
- Saves brainpower



TAX RETURNS

01

Don't leave it to
the last minute

02

Put reminders in your
schedule

03

Good habits – keep on
top of your finances
monthly

OUTSOURCING

- Know your strengths and available time
- Delegate





TOP TIPS



Contracts



Emails



File Structure
and Names



Technology

STOP

PROCRASTINATING



WORKSPACE

- Find yourself a dedicated work space
- Work from a different location
- Clear your desk at the end of each day



MANAGE

YOUR TIME



DAILY ROUTINE



“Work expands so as to fill the time available for its completion”



Treat your mornings as if you have a job to go to

Ready to work when you unlock your front door

TIME MANAGEMENT

Pomodoro Technique

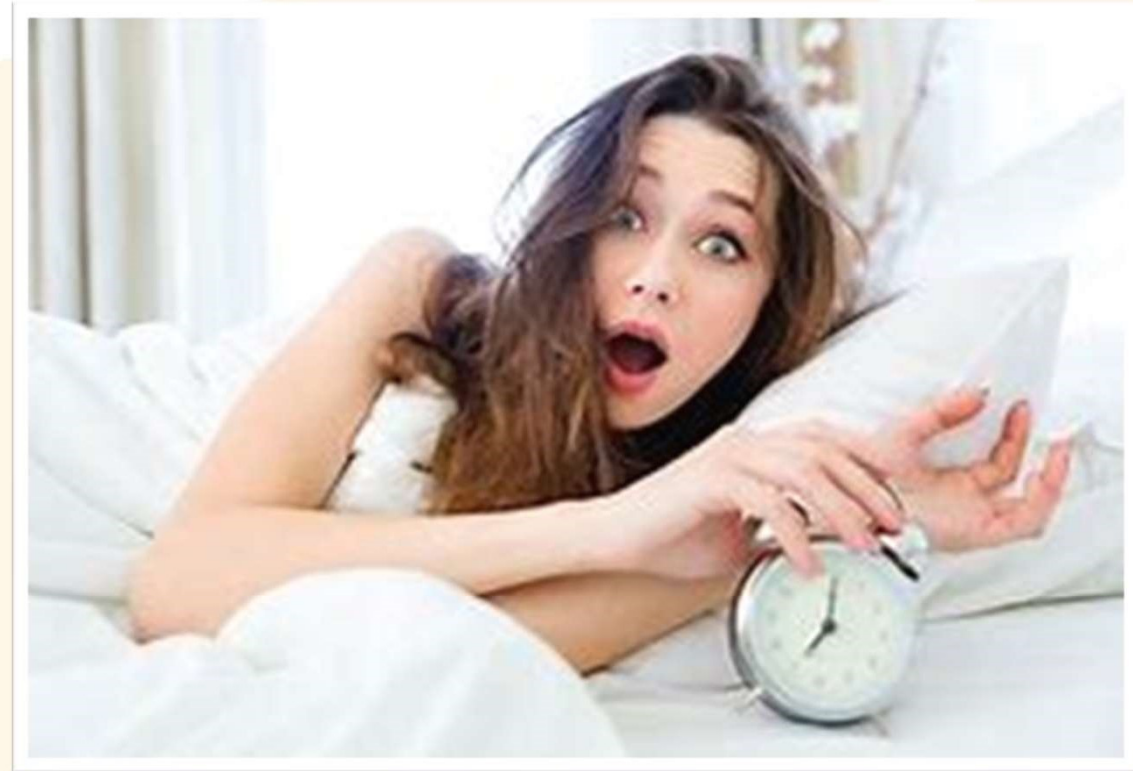
- Work for 25 minutes
- Take a 5 minute break





TOP TIP

Create more time
15 Days per Year



BE

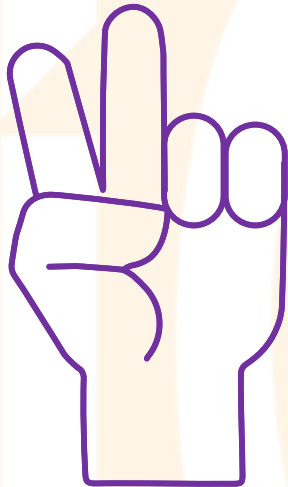
PUNCTUAL



MANAGING YOUR DAY-TO-DAY TASKS



To-do list



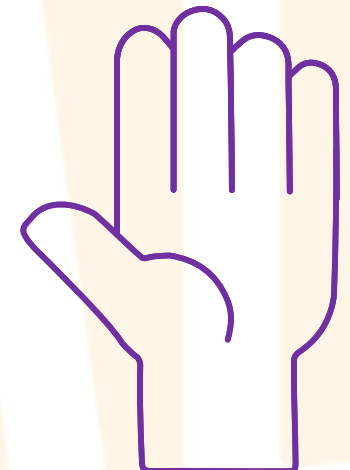
Tools



Distractions



Productive
Time



Work to your
own agenda

THE TO-DO LIST

- Our minds are best used for processing different ideas not to hold onto information
- Don't add items to your to-do list if you can do it in 5 mins – DO IT!
- Don't be over ambitious – be realistic about your timings

THE TO-DO LIST

- Grade items A-C and 1,2,3 etc.
- Run a list for thoughts and ideas
- Always carry a note book

41% of items on a to-do list never get done



TOP TIP

Tools



Outlook



Planner



Trello



Asana



Slack



Wunderlist

DISTRACTIONS

How long does it take to get back into a task if interrupted?

25 minutes

If you get interrupted 4 times in a day:

= **1 HOUR 40 MINUTES** per day

= **8 HOURS 20 MINUTES** per week

ELIMINATE DISTRACTIONS

- Emails
- Close your door
- Turn off notifications
- Turn off your internet connection
- Out of Office

PRODUCTIVE TIME

- When are you most productive?
- Are you a morning person or a night owl?
- Plan your tasks accordingly



WORK TO

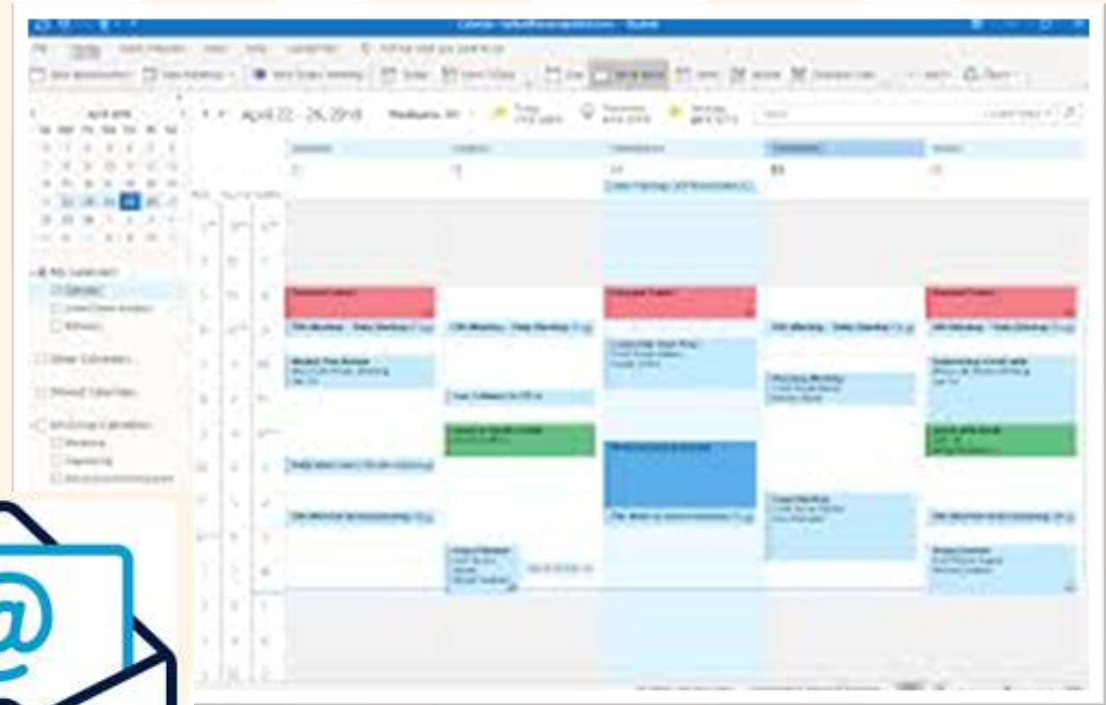
YOUR OWN AGENDA





TOP TIP

Email



ALWAYS GO BACK TO YOUR WHY

1



What do you want
from your
Business?

2

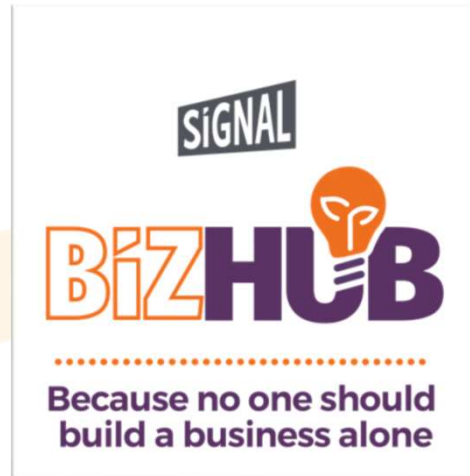


Set your goals

3



Communicate
your message



“The key is not to prioritise what’s on your schedule, but to schedule your priorities”

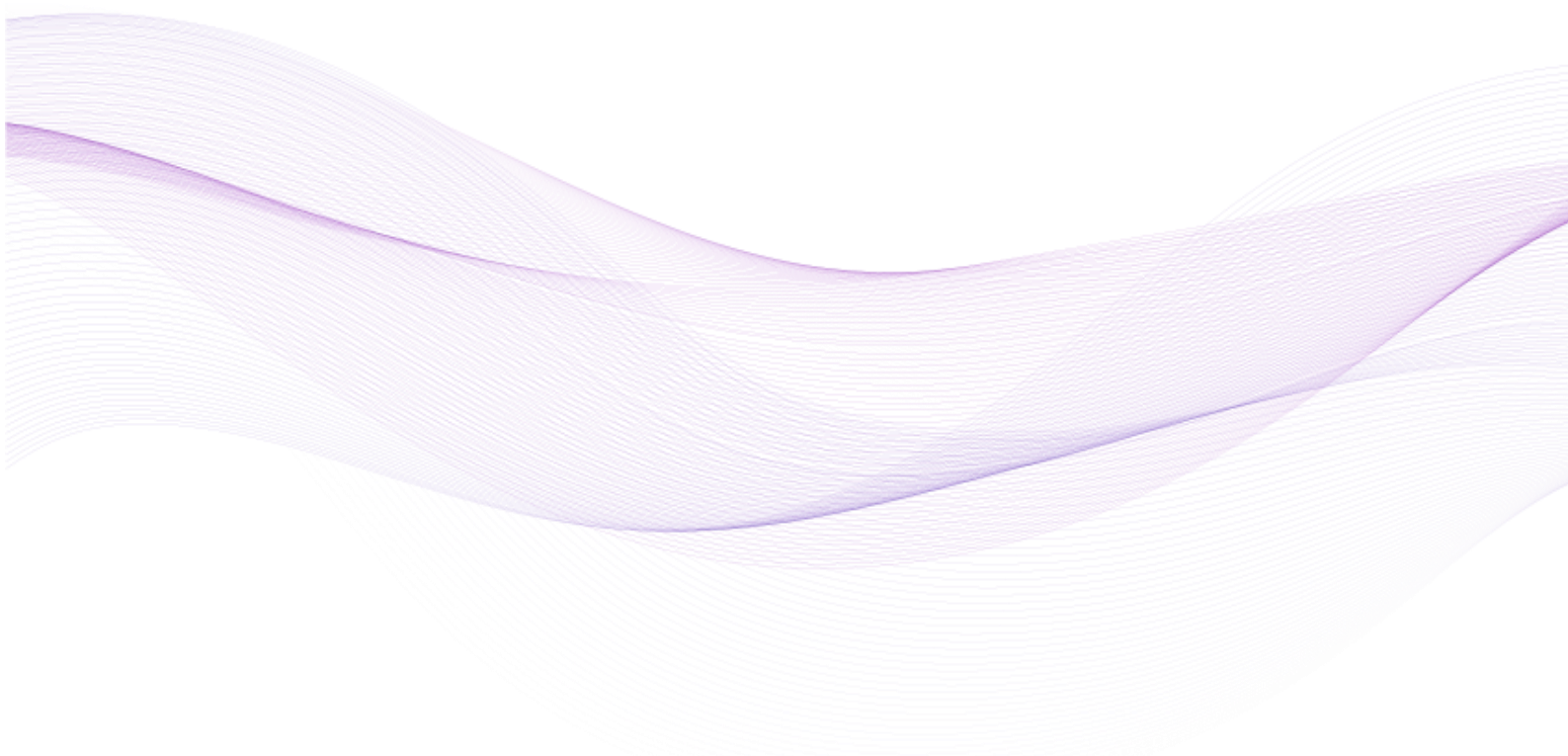
————— Stephen R Covey —————





SiGNAL BiZHUB – 4th September 2020

Productivity



What do you want from your business?

Set your goals

Communicate your message

TYPICAL WORK WEEK Top tasks you spend time on each week (in percentages)	VALUE OF THE TASK TO YOUR BUSINESS	LEVEL OF YOUR ENJOYMENT OF THOSE TASKS
1. = %	LOW MEDIUM HIGH	LOW MEDIUM HIGH
2. = %	LOW MEDIUM HIGH	LOW MEDIUM HIGH
3. = %	LOW MEDIUM HIGH	LOW MEDIUM HIGH
4. = %	LOW MEDIUM HIGH	LOW MEDIUM HIGH
5. = %	LOW MEDIUM HIGH	LOW MEDIUM HIGH



Know your strengths and available time and based on the above, make a list of what tasks you would like to outsource, giving you more time.

1.

2.

3.

4.

5.

Distractions

Name your five most common distractions / time wasters:

1.

2.

3.

4.

5.

What are you going to do to stop them from disrupting your day:

1.

2.

3.

4.

5.

If you have any questions don't forget to raise them at Mastermind, you can book upcoming events at SiGNAL and BiZHUB here:

<https://www.signalbordon.org/events-training>

We look forward to seeing you at our next event.