



The 5-Step Efficiency Habit

Here is a simple habit to save time that you can apply to your life straight away.

I believe that time, not money is our single most valuable resource.

And I believe that the single defining factor in your success is how you spend or invest your time.

How most people struggle with their time:

- Trapped in the busy cycle
- They don't have a life outside of work because they fail to set limits & say yes to too many things
- They don't focus on R.G.A (Revenue Generating Activities)
- They confuse movement with productivity
- They live in distraction

Here's a simple way to save time & be more productive and efficient. Note - it takes practice & discipline!

1. Break down your business hours into 30 minute blocks
2. Focus on ONE Critical priority in that 30 minutes
3. Don't focus on 'activity', focus on what you will accomplish
4. Don't move onto anything else until you've finished that activity
5. Set a timer and stop after 30 minutes – even if you're not finished. Stand up to break your state and say out loud:

“Is this the best use of my time right now”

If not, readjust.

Continuing to practice until this becomes an auto-pilot habit.

I promise, it's worth it.