This Productivity Framework will change your Business and Personal life… Forever!
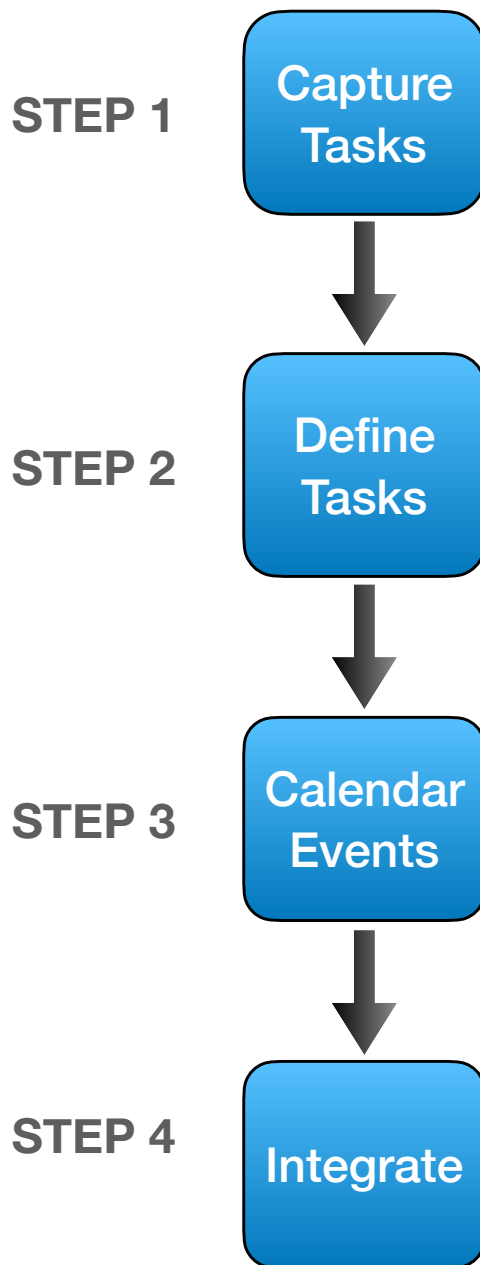
4 easy steps to instantly BOOST your Productivity

STEP 1 → Capture Tasks

STEP 2 → Define Tasks

STEP 3 → Calendar Events

STEP 4 → Integrate

GAMEPLAN
PRIORITIZED PLANNING

Step 1- Capture Tasks

A. **Outline tasks**: Write down ALL your tasks (Business and Personal)

B. **Check on recurrent activities**: check on tasks that are recurrent as part of your business/job (ex. Payrolls, weekly reports, routine inspections or walkthroughs, etc). You also want to take these tasks into consideration for the design of your working plan.

Step 2- Define Tasks

A. **Segregate Tasks**: segregate or group your tasks in different task lists or projects depending on their nature.

B. **Check on due dates**: check and/or establish due dates for the tasks you want to complete.

C. **Prioritize**: Use the Eisenhower Matrix to prioritize your tasks. Prioritizing will provide clarity and direction in terms of what tasks do first, and second, and so on.

D. **Estimate needed time to complete each task.** (Rough estimates- do not overthink!)

Prioritize

The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	**Do** — Do it now.	**Decide** — Schedule a time to do it
Not Important	**Delegate** — Who can do it for you?	**Delete** — Elminate it

Note: For details on how to use the Eisenhower Matrix click on the following link: Eisenhower Matrix

GAMEPLAN
PRIORITIZED PLANNING

Step 3- Calendar Events

A. **Check on pre-schedule events**: check your calendar and identify the events you already have scheduled as part of your agenda (business and personal) (meetings, appointments, events, etc)

B. **Schedule Meetings**: Coordinate and schedule any meeting you may need with your team/peers to move any task or project forward.

C. **Determine available working time**: Once you finish checking and scheduling your calendar events, determine the approximate amount of time you have available for each work day.

Step 4- Integrate

Tasks + Calendar Events = Working Plan

A. Start by scheduling the top priority tasks at the beginning of your week. (Use the Eisenhower Matrix to determine your top priority tasks).

B. Continue scheduling your tasks according to their priority rank, taking into consideration the needed time each task will take you and the available time per day already determined on step 3.

C. **Go and work your plan!**

Bonus Step!

- Did you know that there is an automated tool that executes this framework for you? Just enter the information, press a button, and done.

- If you want to learn more, click on the button below and get started TODAY, for **FREE**!