

GET 70 HOURS OF WORK DONE IN A 40 HOUR WORK WEEK

**TIME BLOCK YOUR
ENTIRE WEEK**
(SAVES 3 HOURS PER WEEK)

Schedule your daily tasks with a time block calendar, so you can see what needs to be done throughout the day.

DAILY TEAM MEETING
(SAVES 3 HOURS PER WEEK)

Have a 15–30-minute meeting every day with your team. During this time, they can report to you using an agenda.

CREATE A DAILY LIST
(SAVES 2 HOURS PER WEEK)

Schedule 15 minutes every day in your calendar to ask yourself what you can do to make money that day. List three things and follow this.

HIRE AN ASSISTANT
(SAVES 8 HOURS PER WEEK)

This position alone will save you 8-20 hours per week. The job description is to include anything that saves you time! (ex. fix car, bring coffee, complete project, daily call list, etc...)

**MASTER THE ART AND
SCIENCE OF DELEGATION**
(SAVES 2 HOURS PER WEEK)

You must have regular scheduled time to delegate and every time you do, answer who, what, when, where, how and why (most importantly when!)

GIVE UP ALL EMAIL
(SAVES 3 HOURS PER WEEK)

Have your assistant read 100% of your emails. At 10 am and 4:30 pm, have your assistant bring any emails to you that s/he could not or did not know how to answer with a red "A" on them.

**CREATE "THEME" DAYS
THAT ARE INTUITIVE**
(SAVES 4 HOURS PER WEEK)

If Monday isn't a great day to make sales calls, do all your meetings on Mondays. If Friday mornings are a great time to do projects, schedule all projects to be worked on every Friday morning for 1.5 hours.

CREATE "INTERRUPTION" RULES
(SAVES 4 HOURS PER WEEK)

Example: Ask your team to bring everything they need to the daily huddle, and if they need to interrupt after that time and something is not "on fire", they must give you 10 push-ups or 10 squats before saying anything.

**COMMIT TO BE AN
EXPERT TRAINER**
(SAVES 3 HOURS PER WEEK)

Commit to creating training material on exactly how to do every process and procedure in your business or department. Make it fool proof by putting your focus and dedication to training everyone over time! ROI= 1,000%!

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