

There's a whole world out there of people that need you to serve them. You are now investing your time and your energy and you are stepping up to be that person and that woman who makes investments like this, who takes her business seriously, who's willing to go on, who is driven, who is ambitious, who is going to make sure happen no matter what this is meant for millions. Here's your host, Jen Scalia. Hello and welcome to meet for millions, the podcast for online entrepreneurs who want to create wealth and freedom with their business so you were in the right place. If you're looking for the mindset and strategy to get them known and paid online, I'm your host Jen Scalia, AKA Jenna, faith, success and mindset strategies for entrepreneurs who want it off. I'm going to invite you to come and join us every year, single week.

Well, you'll get a short 15 to 20 minute audio training on how to build wealth from the inside out. You get a little bit of strategy, a whole lot of mindset and a healthy dose of tough love. I am talking about today, how to set your day up for success. I'm really excited to share what my day looks like and to share the practices that I have in place that have allowed me to work approximately four hours a day. And that's just Monday through Friday guys cause I take off the weekend. So I'm really excited to share the practices. What I've learned, because there was a time when I used to work a lot of hours a day and still by the end of the day I had no idea what the heck I got done. I was not productive, I was not making money and I literally went from like working my tail off working, you know, eight, 10 12 hours a day to now making way more money, feeling so much better about my life.

So much better about my business, being able to put the phone down and working only four hours a day. So that's what I'm going to be sharing with you today. How to set your day up for success. So let's go ahead and dive right in. When I first started my business, I would just have like to do lists so long. I felt like things would never end. I literally burnt the midnight oil all the time and you know, I came to realize that a lot of the stuff I was doing, I didn't actually need to be doing it. It was just a lot of busy work. It was a lot of busy work, but it wasn't stuff that was actually moving me forward. It wasn't stuff that was getting me known. It wasn't stuff that was bringing in the clients right now. There's probably a lot of things that you do in your day that you don't even think about.

It's just things that you wake up and do, you know, brush your teeth, take a shower, take care of your kids. E you know, there's things that just always happen every day. And then there are certain things in your business or in your business life or in your entrepreneurial life that I also want you to start to just make it like it's a habit. So if you're in the middle of a launch or doing like a special project, then obviously you know there's going to be longer hours, there's going to be a little bit more things for you to do. But in the general day to day business stuff, there really is just some core things that need to happen that are actually going to move yourself forward. First things first, you have to start with some kind of mindset practice. I preach journaling because that's what works for me.

That's what I've seen work for other people. I feel it's powerful. I feel like it works really fast. I feel like you get to be the creator of whatever it is that you desire. Some people just don't like it. Some people don't get it, some people just can't get into it, right? So if that's you, then come up with something different. There's so many different ways for you to get into a good mindset, get into a positive attitude. Gratitude is something that's super simple, super easy for you to do. If nothing else, wake up each morning and the first thing you want to do is just ask yourself like, what's awesome about my life right now? And those are all the things that you can be grateful for. So you know, aside from that, maybe for you it's working out, maybe it's meditating, maybe it's yoga, maybe it's some kind of visualization.

Maybe you want to listen to a guided meditation or a hypnosis, whatever it is, you want to find something that you can get really consistent with and it doesn't have to take a long time. You know, give yourself the gift of spending this time on yourself. That is what I always tell people who say, Oh, I don't have time. Or it got away from me, like literally make this your priority. For me, it happens before

everything happened before my shower happened, before I brush my teeth. That happens before I eat breakfast. Like it happens before everything because I know that if it doesn't, it will slip away from me. And then I ended up spending the rest of the day in a reactive mode in kind of like a catching up mode or you know, just not feeling very grounded. So find whatever it is that works for you to ground yourself, commit this practice to yourself to do it on a daily basis, even if at minimum you can only do it for 1520 minutes.

But I promise that you can get into a habit around this. If you can commit to this, you're going to want to do it more and more and more. My practice went from like maybe 1520 minutes to probably about 45 minutes to an hour. Now, if I'm really in a place where I want to like beef up my mindset or I am, I don't know, just feeling like extra, you know, woo or feeling extra like I want to create more in my life, I'll spend a little bit more time. That is definitely an always the first thing. Like it's gotta be the first thing or else, like I said, the rest of your day, you're going to spend reactive, reactive to other people, reactive to, you know, what happens during the day. Like little things that may go wrong are gonna bother you. So whatever it is for you, find that, commit to it, that's going to be the most important thing for you to do in setting up your day and your business and your week and your month and your year for success.

The next thing is, this is something that I actually started doing a while ago and there's actually a book and it's called eat the frog. And basically what it is, it's like whatever your most important task of the day is, do that first. And, or maybe the thing that you don't want to do, do that first, right? Like get it out of the way versus procrastinating and saying, Oh, I'm just going to do that later. I'm going to do all this stuff first and then I'm going to do the thing that I really need to get done. Right? So whatever it is for that day and I just usually just have like one thing that I'm like, this is just one thing that I am committed to getting done today. I want to get this done today. Eat the frog. The very first thing you do after your mindset work and obviously getting dressed and everything like that, but when you start your Workday is what is the most important task for you to get done?

Get it done, get it out of the way. Because if you do nothing else for the rest of the day and you've done your mindset work and you've done the most important task, you're going to feel accomplished, you're going to be moving forward. You're going to feel like you have momentum. Even if the rest of your day ends up being shot right or something happens or you don't get done what you want it to. Having those two things in place and knowing that, Hey, at least I've done that, that is going to help you feel really good about what you have accomplished that day. So you know my tasks usually range. It really depends on like if I'm in a launch and maybe I need to get a landing page over to the ads person, maybe I need to come up with my ad strategy.

But then aside from that I also have my daily tasks, which I think are non negotiables for me. Non-negotiables as a public figure, non-negotiables, as a creative non-negotiables, as someone who you know wants to show up in this world as an influencer or as a coach or as someone who you want people to look up to them. Basically that's messaging, so that can come in many different forms. Your newsletter, your social media, your live stream, whatever it is that you choose for yourself, it has to be done. You know, for this, I say daily, but like honestly if you're doing it like four or five times a week, that's enough. You don't have to do it all day every day. You don't have to do it on the weekends, but it has to feel really regular, like it has to feel like a thing. Kind of like going to the gym.

Most people don't go to the gym seven days a week and it's not even recommended, but they have their daily, you know, gym practice or they have their daily fitness thing that they're committed to. So I want the same for you when it comes to your messaging because that's what we're here to do. We're here to deliver the message. We're here to have people hear our message and transform from that message. Some of the other things that I do on a daily basis would just be, you know, creating things for clients. So something like this, like if I was to do a video for my clients or send out a followup email and then

selling, which can also be intertwined with your messaging. So you could sell on your live stream, you could sell on your newsletter. But these are like the core things that I have in place.

And again, if I do the mindset, if I do my most important task and if I do my messaging and selling, I feel like a winner for the day. Like I feel like I totally crushed the day and usually I can get this done within like two to three hours. So that's really all you need, right? Like I said, when it comes to like launching or if you're putting together a funnel and you're writing, maybe you're writing a book or you're right, like doing something, then that's going to be a special case where you're going to spend a little bit more time and focus more on something else. But day to day really that's all you need to do. So I'm going to give you some tips on how to stay on track once you have these things in place and once you actually commit to it.

First thing is to set boundaries with clients. This is something I did not do in the beginning of my business and I felt like I had to be on all the time, 24 seven available for my clients. If they messaged me or boxer, me, I for some reason I just felt like I have to respond right away. Right? Like I have, like it didn't matter what time of day it was, it didn't matter. You know, anything, what else? Whatever else was on my plate. But now I have very strict boundaries and I let my clients know these are the hours that I'm available. I also have this on my email auto responder. So if someone sends me an email, they automatically get an email that says these are my working hours. And I tried to stick to that as much as possible so that, you know, doing the auto responder is kind of an easy way to, to get the message across without, you know, feeling like, Oh I have to let this client know these are my boundaries and these are the things.

So setting boundaries with clients is going to be really, really important. The other thing is emails. So one of the things that we tend to do right is in the morning we're going to check our email, we're going to check our social media, we're going to check what happened over the night, who needs us, what happened? We're going to all that stuff, right? And you know, I do that as well. I'll check my email, but I don't get into the email. Like I wouldn't respond to other people's emails. If it's like a promotional email that I'm getting from someone else, I'll just leave it in the inbox. I don't feel like I have to do anything with it right away or read it right away or click on the link or sign up. So I'll kind of like generally leave that stuff in my mailbox until later on in the day.

And basically the reason why is because you want to commit to your agenda and when you're like automatically responding to other people's emails, other people's problems, whatever's going on for other people, you're playing into their agenda. So now all of a sudden your day is flipped. Your day is all about other people. Your day is basically being shaped by the agenda of everyone else. So it really takes a commitment to yourself and your boundaries and your bandwidth and what you want to achieve to make yourself and your business and your agenda the priority. The other thing I do is shut off or silence social media notifications. So one thing I do is I do have the app on my phone but I don't get every notification I will, I won't even get notifications on Instagram or Facebook unless I actually physically log into the app.

So I'm not getting the little banner ads that are like, Oh so and so just like your message, your so and so just commented like I actually have to go into the app and get the notification. So whatever you can do there to like minimize the amount of time that you're getting interrupted or notified that someone else has an agenda for you, the better. Same thing with your email. So if you can turn that off or shut it down or commit to only checking your email a certain number of days, that's also going to allow you to get so much more done. I really feel like the reason why we don't get so much done and the reason why it feels like we're working so many hours and so long and we have much to do is because we're constantly interrupted. We're constantly doing other things, you know?

So if it were to take me 30 minutes to do something, but I keep getting these notifications, people are reaching out to me, I'm checking my email, I'm checking my Facebook. It's probably gonna take me an hour and a half. Right? Even just like one little thing can throw you off for a long period, longer period of time than you actually think it would be. Like I read somewhere that you know for every distraction that you have, it adds 15 minutes to a task. So just think about that. Like let's say you had three micro distractions, whether it was, you know, your phone rang or your, you got an email notification or do you remember you have to call someone, like that's 45 minutes added to your task. So just imagine if you were like super really focused in that two to three hour period and you kind of shut off those distractions, shut off those notifications.

I'm really just with a beeline to like, this is what I'm committed to and this is what I want to happen. So that brings me also to day blocking, which I talk about a lot as well. Basically what I mean is, you know there's certain things that you're doing in your business that require you to be in a different state. They require you to be in a different energy that requires you to be in a different mode. So for example, doing videos, doing live streams, that is a completely different mindset. It completely different energy. Then me writing up a blog post, doing marketing things, you know, coaching my clients. For me coaching clients is also completely different mindset. Then you know, marketing then doing those tasks that needs to be done. So what I do is just put aside certain days for certain things. So in my case, I have my client days where I'm doing like the group calls with you guys and my one on one clients only on Tuesdays and Thursdays and I pretty much don't do anything else during those days.

So I know also like mentally if I just do my most important tasks and I just do my mindset and I am coaching the rest of the day, right, then everything else, it's just not going to happen. Like I just know that and I don't feel bad about it and I don't judge myself for it. And I don't start to think like, Oh, you're a loser, a failure. You know, you didn't get anything done today because I know that my mode for that day was serving my clients, but serving you was coaching and that's okay. But I know that you know, Monday and Wednesday are my days to really get tasks done to create to, right. So that's really what I mean when I say like day blocking, like choose certain days so that way seven days a week you're not on calls. Whether they're sales calls, whether they're client calls, whether they're podcasts, like whatever.

Make sure that you are blocking your days so that you're not going in and out of too many modes at one time. Another thing I do is when it comes to pampering myself is I do the same thing. Like I try to just book everything on the same day and it might feel like kind of a wasted day, especially if it's during the week, but I know I don't have to like three times this week go out and get my nails done one day and get my hair done another day and get whatever done another day. I can just pretty much like pack everything into one day, get it all out of the way for two weeks and I'm good. One of my favorite tools to kind of keep me on track actually too that I'm going to be talking about. The first one is Trello.

I really, really like Trello. I don't know how many of you guys use Trello. I feel like the reason why I like Trello is because I liked lists. I like to do lists, I like keeping track of things. I like seeing things. I like crossing things off, so Trello has really been something just amazing for me in my life. Being able to see exactly what needs to be done, being able to prioritize things, put things on my calendar. I haven't had one for my relationship, which I believe I shared with you guys in the group already. And then the other one is 90 at school planner. This is an interesting story because I always get planners. I always buy planners with the best intentions of planning out my day, scheduling out my stuff and I'll get through, you know, just a couple of days or a couple of weeks of the planner and then boom, it goes into like this planner graveyard.

But this 90 X planner that I got, I absolutely love. It, totally keeps me on track every week it reminds me to rewrite my goals and also rewrite the action step sent me to happen to my goals. So it's not only very streamlined, but it's very focused on specific goals. So in this particular planner, there's five goals that

you want to focus on for the next 90 days. So one could be, get my list to a thousand people, one can be get to the gym three times a week. The other one could be, you know, fill the level up lab with 30 amazing people. But then on top of that it's like, okay, well what do I need to do in order to grow my list by a thousand? What are the actual steps that are going to take me towards that goal? Same thing if I want to fill up a program, what are the actual things that I have to do in order to do that?

Wanting to fill the program and writing that as my goal is just not enough. Right? So I really have to break it down into like what actually needs to be done in order for me to reach that goal. So Trello 90 X planner have been super saviors for me and just making sure that I am getting shit done. And like I said, I just like crossing things out and checking things off. So you know, the more I write and I actually like cross it off, that feels really good to me. And then the final thing that I want to talk about is outsourcing. Using your VA, using your assistant, using help and knowing that there are certain things that you just should not be doing in your business, even if you know how to do it, even if you may even enjoy it a little bit.

Let's say you enjoy doing graphics, but the graphics take you a little bit longer, right? Cause you're not a designer or you're not a graphic designer or anything like that. You enjoy doing it. It's fun. But that's taking away from you being able to sell. That's taking away from you writing your newsletter, that's taking away from you doing that live stream for your audience. So really think about, you know, these tasks that you're doing, they're taking away from the stuff that's actually gonna make you money, right? And the other thing is, I say outsource. Anything that will take you longer than 20 to 30 minutes especially. But something that has to do with tech. I really feel like you should not be doing tech anything because there are so many things that could go wrong. It's such a nightmare. Then you can pay someone a nominal fee to get the thing done for you like that.

Like literally they know this like the back of their hand and they can get it done so much faster than you can. Like let's just say it takes you four hours to put together a lead page. If you hire a BA and it takes her 30 minutes and let's say she gets, you know she's even \$50 an hour, you pay her 25 bucks, your landing page is done. You just saved yourself a headache and four hours of your time that you could be spending with your clients and or in sales activities. So outsource anything that takes you longer than 20 to 30 minutes and or something that makes you want to pull your hair out. Like you're literally like, I wish I never had to do this again. Those are the things that I want you to outsource and I'm just going to leave you guys with one line that I got from one of my coaches way back and I just always remember it and I always share it because I feel like it's really powerful.

The things have to be done, but they don't have to be done by you. And the more that you can embrace that, the more that you can really focus on the things that actually need to be done. You'll realize that you really only need a few hours a day to accomplish things, to feel like you're moving forward, to get through your message out there, to sell, to serve your clients. You really only need a few hours a day. I'm working right now about 20 to 25 hours a week. If I'm during the launch, kind of work a little bit longer, like I'll work, you know, at night time, answering emails and things like that because I don't do sales calls. But other than that, like that's been the standard for at least a year and a half now. And it's because of everything that I implemented here and everything that I shared with you guys today.

So hopefully this helps for you to be able to set your day up for success in LA. Obviously, you know there's not a cookie cutter plan here because everyone is different. You know, some of you have children, some of you don't. Some of you have other priorities. Some of you have a fitness practice in place, like there's just so many different factors that you really have to find like what works for me. But getting that task done in the beginning of the day, committing to your daily mindset work and then also committing to your daily messaging and selling. Like if you could do those three things and then also be

smart enough and wise enough to outsource the things that take you a long time, you're going to fly so far ahead, you're probably also going to feel like, what do I do? Like what do I do with my day?

You know? I remember when I committed to this stuff, it just, it got to that point where it was like, I feel like I should be doing more work. I feel like I could be doing something else, but I was done for the day. So anyway, what is your day look like if it's not looking like what you want it to look like, commit to what you want it to look like, create that. You're the creator, you put yourself as a priority, you commit to your agenda over everyone else's. So what did you think about that? I really wanted to give you my best tip that I feel like literally anybody can adopt and it's really, really important whether you are scaling your business, growing your business, or even if you're just starting to really create boundaries around your daily habits, your daily practices, and being able to structure it in such a way that it makes sense for you and that it's super sustainable.

So I'm really excited to hear what your day looks like. And I have something special. I have a brand new Facebook group for business coaches. So if you are a business coach or B2B coach, your clients are entrepreneurs, I would love to invite you to that free Facebook group. Grabbed the link [over@theshownotesatjennscaliam.com](https://www.facebook.com/over@theshownotesatjennscaliam.com) forward slash E 50 that's the letter E and the number 55 zero and you can grab that link there. And it's a brand new group. It is to really help shape the way that your business should look in order to create real sustainability and real longevity in the online world. So I would love for you guys to come in and request your invitation for that and I would love for you to come back here next week for another episode of met familial.

Let's keep this conversation going to join us in the private discussion group, the ambitious babe where ambitious, driven online entrepreneurs go to get the mindset and strategy to grow and scale their online empires. Join the ambitious babe at [Jenn scalia.com/tribe](https://www.facebook.com/jennscaliam.com/tribe).