

Do you feel like there's not enough hours in the day, or maybe you have a to-do list that never gets done. Today's episode, I'm going to be sharing my favorite productivity hacks for online entrepreneurs. You're going to want to stick around for this. And I promise you, you're going to get a lot more done. 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 happen no matter what this is meant for millions. Here's your host. Jennifer face. That's meant for millions, the podcast for online entrepreneurs who want to create wealth and freedom with their business, you are in the right place.

If you're looking for the mindset and strategy to get seen, known and paid online, I am your host, Jennifer [inaudible] success and mindset strategist for entrepreneurs who want to leave a legacy and build a wildly profitable business, make sure that you join us each and every week, or you'll get a short 15 to 20 minute audio training on how to build wealth from the inside out. There is absolutely no fluff here. You'll get a little bit of strategy, a whole lot of mindset and a healthy dose of tough love with 100% authentic, raw and real advice on how to navigate this crazy world of entrepreneurship. One of the things that I see so many entrepreneurs get stuck on is focusing on the wrong things in their business, focusing on non money-making activities, focusing on those menial tasks versus doing the things that actually make sense for their business, that actually makes them money in their business. So today I'm going to be sharing my favorite productivity hacks for online entrepreneurs so that you can get more done and have more time, have more freedom to do other things that you love. Why do I want me to do

It was really start with how I am able to be super productive, super just, you know, content, rich, creating lots of stuff, feeling really, really good in my business, getting done on a regular basis. And I'm not talking about the busy work because a lot of times we do have, you know, to do lists and you know, there's a lot of things that we think we have to do in our business, but the reality is nine times out of 10, that stuff past that stuff doesn't even matter. You know, we're wasting our time on things that are really going to move our business forward. And these are the things that I want to teach you. These are the shifts that I want you to make is really how to really only be working on the right things in your business so that you have more time.

We all got into this for some form of freedom, whether it's time, freedom, money, freedom, freedom to travel, or do whatever we want. And what happens is we get bogged down with all this to do's and things that we think we have to do, that we don't have any freedom at all. It's just like working a job. Right. What I want to talk about today is being productive. How to do that, how to really focus, how to get more done in less time so that it seems like you are just, but at the same time you have tons and tons of free time. So I get from people all the time, Jen, you're everywhere. You know, I always hear trainings. How do you produce so much content? How do you do all this stuff? And you know, I just laugh because I'm like, you know, half the time I I'm in bed until like nine o'clock or I'll just hang out, I take the weekends off. It took me a while to get to this, which is why, like I said, I want to kind of infuse some of this stuff with you guys. So it doesn't take a while for you to actually get to this point in your business. You can have a really successful business without killing yourself.

You know, at least for the first like year

Work, 40 hours a week because I figured, Hey, I'm working 40 hours a week for somebody else. Why can't I work 40 hours a week for myself? So I started there, but now I probably work about 20 and I'm able to still get a lot done. So one of the major things that I learned was about day blocking. And some of you have probably heard me talk about this before, but I find that once I implement this with my clients, they are just so much more productive and it feels like they're getting so much more done. So what day blocking is, is really setting days aside to do certain things. So maybe, you know, Mondays are

like your writing and your creative days. And all you're doing on Mondays is writing newsletters and blogs and creating content and Tuesdays and Thursdays, which are my client days, Tuesdays and Thursdays are on the phone with clients. So all you're going to do is coaching for that day, because if you're switching

In and out of coaching road and then writing blogs and then marketing,

You know, on social media, you get a lot less done because when you are switching back and forth and modes, you lose a lot of momentum. So they blocking, like I said, has been something that has completely changed my business, really setting boundaries also with clients saying, you know, these are the only days that I work with clients, working with clients also is draining. It takes a lot of your energy. It takes

A lot of your time and it's just a completely

Different mindset and mode than creating.

Thanks. So Dave walking is definitely my number one tip

For you guys to be productive. Number two is pay attention, pay attention to your creative days and your creative times and what those are. So that adds your day blocking, you know, like, Hey, Mondays are kind of my chill days. I don't really like to do a lot of stuff on Mondays, but Tuesdays I wake up, I'm fired up. I love to write, I get really creative ideas at night. So really just pay attention to your times and your days so that you can create a schedule that works for you and plays to your strengths. A lot of times, the reason why we don't feel like we're gaining a lot of traction in our businesses, because number one, we're doing the wrong things. Number two, we're like fighting against ourselves and we are doing things that are not playing to our strengths. They just don't feel good.

So that's actually my third tip, which is do always do what feels good. If something in your business does not feel good, even if it's on your to-do list or something that you think that you have to do, because you see like shiny object syndrome or, you know, you see like all these courses that say, you need to do a funnel, you need to do a webinar. Do what feels good. It's the number one driver of revenue and success in a business is to do what feels good. I call it the feel, good philosophy. All my clients live by it. I live by it and it really just makes a huge difference in how you feel in your business and how you show up. You know, the first couple of years you have this kind,

No like energetic hustle where you're going out there

And you're just like, Oh yeah, I'm just going to do all this stuff. And it feels good. But after that first year and going into the second year, you're going to burn out. If you don't do what feels good in your business, if you don't do what is playing to your strengths, so play to your strengths, do what feels good, pay attention to the times where you're going to be really productive, pay attention to the times where you're a creative and you're in flow and create your schedule around that. You're the boss. You can do whatever you want. You can arrange this business. However, it feels good to you. You make the rules. So getting more done, really, it's going to be a catalyst of all of those things. It's going to be you just saying, you know what, this day, this hour, this timeframe is when I'm working on my opt-in. So instead of going back and forth and, you know, starting the opt in on Monday and kind of going through it on Tuesday and then maybe finishing it up on Wednesday saying I have two hours on Monday from 12 to two, and that's where I'm going to focus. I'm going to turn off all the distractions and I'm going to get this thing done in two hours. You'll get so much more done. And look, it only took you two hours as opposed to taking you

Three days really focused

To get more done. An app that I like to use is called the 30, 30 app three zero slash three zero. I know it's available on iPhone. I don't know if it's available on any other, um, apps. Another one is a Pomodoro technique or the tomato timer, where basically you give yourself a set amount of time that you are working on something. So it could be 25 minutes, 45 minutes. And you're kind of racing against the clock, which is why I like the 30, 30 app, because I'm like, Oh my God, I have 30 minutes to get this done. You know, or I have 45 minutes to get this done. So I know I'm not going to be distracted by other things because I'm so focused on completing that task. This is why I have so much time, but I also get a lot done because I'm not going back and forth. I'm not, you know, starting something. And then taking three

Days to finish it. Once I start on a task,

It gets completed right away because I'm super focused. The next tip is the distractions. You've got to cut out the distractions. I know it's hard being on social media all the time, seeing all this stuff, seeing the ads, seeing people's questions and wanting to contribute and wanting to ask. But it's another thing is set your times and say, okay, I'm only going to do this from eight to eight 30. I'm going to hop on social media. I'm going to answer questions in my group. I'm going to scroll and offer advice or help, but don't make it an all day everyday thing, because it's just such a biggest distraction for you to actually get stuff done. That's and this is probably the biggest thing I see with a lot of new entrepreneurs, if they're just wasting so much time on Facebook. Right. And I know it's hard.

I mean, I do it too. I'll catch myself. I'm like, Oh my, let me do it. So a couple of things for Facebook is turn off your notifications. I have no notifications on my phone. So I actually have to go into the app in order to see if somebody commented or shared or did whatever. So that distraction is eliminated because it's not like in my face, like, Hey, you got a notification. It only shows up. When I actually log into the app, I have another Chrome app called newsfeed Eradicator. When I log on from my desktop, I don't actually see the newsfeed at all. So I don't see anybody's stuff. I can see my notifications. I can see my favorites. I can do, I need to do, but there's no actual newsfeed that just pops up. So that is really, really awesome. I love that highly suggest that, especially with everyone, having their opinions and the political stuff, like don't get distracted by that stuff. It's really, really important for you to focus in order to get more done. So those are my biggest tips for you guys, day blocking in paying attention to your creative days and times. And when you're most productive, when you're most creative and infusing that into your schedule, doing what feels good. I live by the field of philosophy. Always do what feels good for you. What feels good in your business? What plays to your strengths? If something doesn't feel good, don't do it, period. Right? Get more done by just being super, super laser

Focused. There's different apps, Pomodoro

Technique, tomato timer, or the 30, 30 app are really great things to kind of just put you in that mind frame of I'm getting this thing done in the next X amount of minutes, cut out distractions and turn off your notifications. This will help you so, so much with your productivity.

So that wraps it up for today's episode. I want to thank you so much for being here with me today. I know that there is a million places that you could be. I'm so glad that you chose to spend this time with me, head on over to the show notes. I have a PDF that you can download called the bad-ass business blueprint. This is going to be just the cherry on top of everything that we talked about in today's episode, there is a download where I am going to be sharing the money, making activities, the activities that are a complete waste of time, what you should actually be spending your time on in your business every single day, so that you can act as the CEO so that you can really be productive and really make sure that you're only working just a few hours a day, but on the right thing.

So you can head on over to the show notes and grab that it is @jennscalvia.com forward slash E 84. That is the letter E and the number 84. If you're loving the show, make sure that you subscribe so that you

don't miss an episode. And please leave us a positive review on iTunes. This will really help us get in front of more amazing entrepreneurs, just like you, who are committed to creating incredible change and transformation in the world. Make sure that you come back for next week's episode, where you'll get another quick bite training episode on how to build your wealth and your business from the inside out. In next week's episode, it's kind of going to be a little piggybacking off of the badass business blueprint. And this episode, I'm going to be sharing the best ways to outsource tasks and projects in your coaching business so that you're not a slave to your business so that you are really just focusing in on the things that actually need to be done by you.

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 [Jen scalia.com/tribe](https://www.jenscalia.com/tribe).

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