THE PRODUCTIVE
ENTREPRENEUR

THE SECRETS TO GETTING EVERYTHING DONE

WORKSHEET

Chapter 1: The Battle for Productivity

On a scale of 1-10, how would you rate your current levels of productivity?

What are the biggest productivity challenges you face right now?

What specific distractions or activities keep you from being productive?

Who do you know that is very productive? What makes them productive?

What does an ideal day look like for you in terms of productivity?

Chapter 2: Systems Over Goals

What has been your experience in setting goals?

What are your current goals?

Why are systems more effective in helping you achieve your goals?

What systems will you set up to help you achieve your goals?

If you stick with your systems, what will the end results be? Will you achieve the goals you want?

Chapter 3: The Early Bird Gets Everything Done

What keeps you from rising early? If you are able to rise early, what makes it possible for you?

Does your bedtime reflect your desire to wake early?

What can you do to minimize the amount of technology you use at night?

What would an ideal sleep routine look like for you?

Do your exercise habits reinforce or hurt your sleep routines?

Chapter 4: Kill Your Distractions

On a scale of 1-10, how distracted would you say you are during your workday?

What are the primary things that cause you to get distracted?

How can you create space and time for uninterrupted work?

How much more would you accomplish if you had an undistracted day?

What steps will you take to incorporate rest and play into your life?

Chapter 5: Slay Your Dragons

Do you gravitate toward doing the hard or easy things first at work?

Why is it so tempting to do the easiest things first at work?

Why is doing the easiest things first usually a bad strategy in terms of productivity?

What steps can you take to ensure that you do the more difficult tasks first?

If you do your most difficult tasks first, how will that improve the rest of your day?