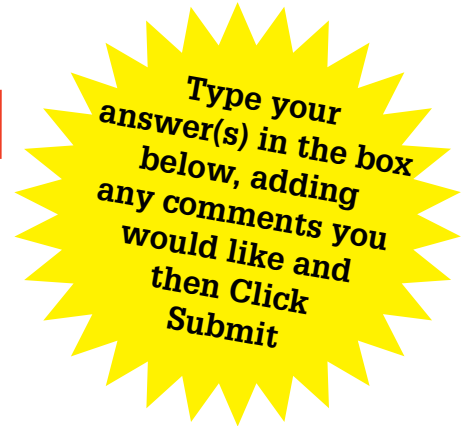


Pre-Webinar POLL

What gets in the way of you getting things done:

- A. Checking & Rechecking Email
- B. Surfing the Internet
- C. Family demands on time
- D. Not having a plan of action
- E. Not knowing *what* to do or *how* to do something
- F. Procrastination (in general)
- G. Other (Please specify)



How To
GET
STUFF
DONE

Presented by Marty Marsh

**Click the Links & Orange Button
Below to Download Your Copies of...**



- **Course Manual**
- **Worksheets**
- **Checklist**
- **Report: 21
Ways to Get
Stuff Done**

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Marty Marsh





**Sound
like
anyone
you
know?**

Who is responsible for getting stuff done? (Or not?)



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Tip #1

**Create a
Distraction-Free
Work Space**

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Tip #2

**Get it Out
of Your Head...**

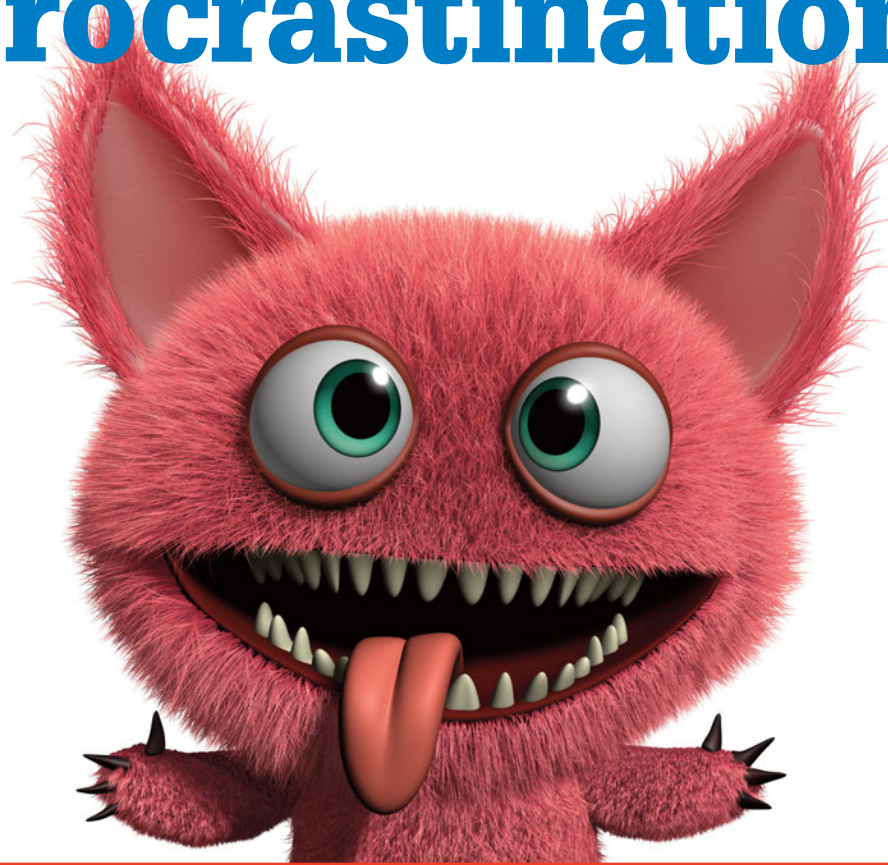
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Tip #2

**Get it Out
of Your Head...**

**Do a
Brain Dump**

Dealing with Procrastination



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What's the Most Common Reason for Your Procrastination?



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Where do you fit on this scale?

My problem is with a particular task

**My problem is with
too many things to do**

My problem is Systemic:

(Procrastination is part of my personality and pervades all aspects of my life.)

Apply Your Custom Solution

If your problem is with a particular task:

- Outsource to a freelancer
- Delegate the task
- Dump the task
- Find a creative way to perform the task

Apply Your Custom Solution

If your problem is having too much to do:

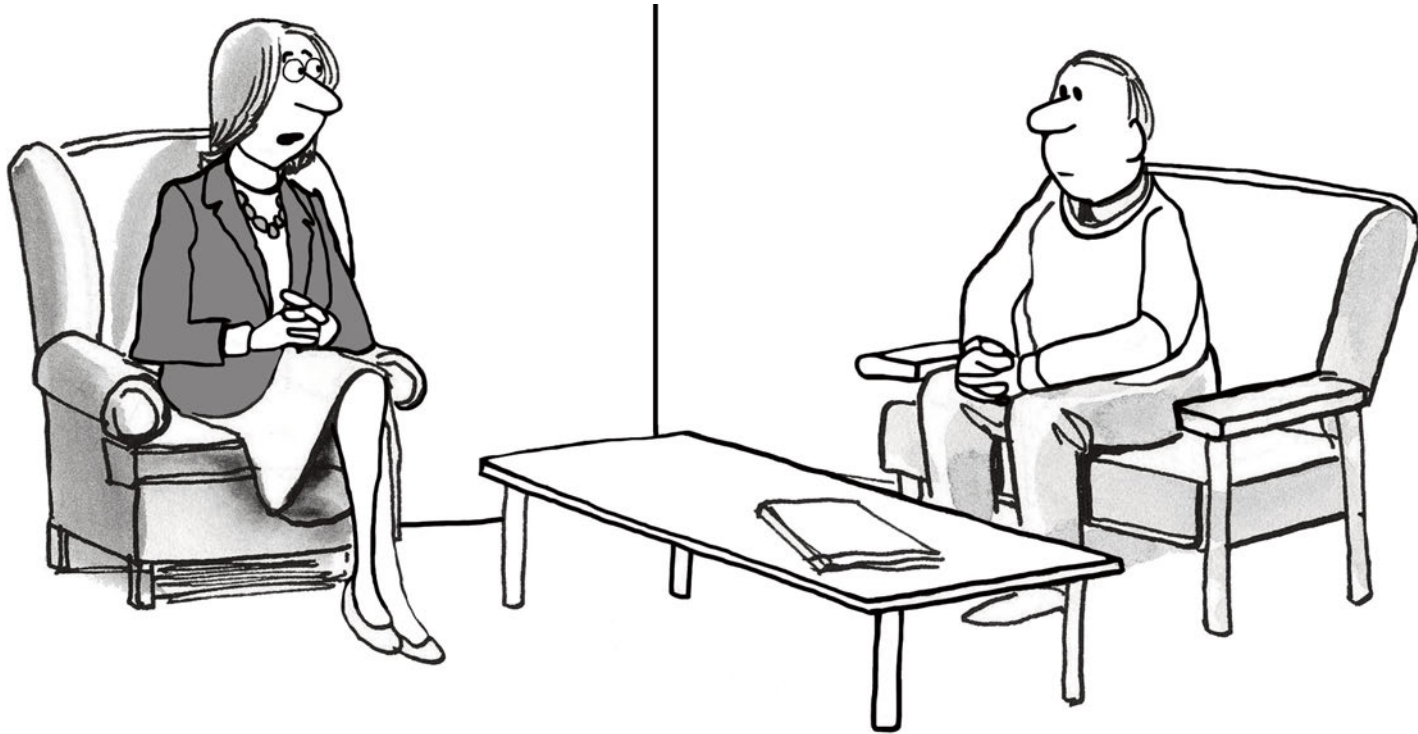
- Dump unnecessary tasks
- Hire an assistant or freelancers
- Examine your boundaries

Apply Your Custom Solution

If your problem is systemic:

- Consult a therapist to help deal with past trauma or current abuse
- Develop and use the correct systems
- Take specific actions for SUCCESS
 - Successful people aren't luckier than you...they just have better support & different experiences
 - Bad habits can be changed into good ones

Be Your Own Psychologist



“Wait, I’m YOUR psychologist? I thought you were MY psychologist.”

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Be Your Own Psychologist

Reprogram your reactions by re-framing your self-talk...

- Instead of saying, “I blew it, I’m a failure” say, “Tomorrow is a new day & I can make it anything I want”
- Say it out loud while looking in a mirror while smiling
- Make sure the next step you take is positive & in the right direction

The only real failure is to never try!

Streamline Your Systems



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Streamline Your systems

Know your preferences...

- If you prefer to use to-do lists, schedules, planners or you like to outline your plans, then you're a **linear-logical thinker**
- If you prefer to fly by the seat of your pants & create a plan as you go, then you're an **intuitive-creative thinker**



Intuitive-Creative Thinkers

- Don't use to-do lists or scheduling software if it makes you feel doomed
- Instead, write down your specific top 3 priorities for the day & post them where you can see them
- Focus ONLY on those 3 priorities
- Take note of what stopped you from achieving these priorities

Intuitive-Creative Thinkers

Additional tips:

- Use software that allows you to see an overview of a project instead of step by step
- Call your planner by an emotionally meaningful title so you'll want to write in it
- Highlight your achievements in bright colors so it sticks out from your list
- Realize that you're prone to obsessive thinking or to get stuck on one task

Linear-Logical Thinkers

- To-do lists may work for you but you get discouraged when all the items aren't crossed off
- You're frustrated by unscheduled interruptions
- Prioritize only your top 3 tasks each day
- Use scheduling software to track your progress
- Judging yourself is paralyzing...applying solutions in a non-judgmental way will lead to success

Create a Model That Works

What do you want your business model to accomplish?

Develop Systems that will work for YOU...

- To acquire new prospects you'll need sign up forms, offers, blog posts, coupons...
- To sell products & services, you need to have offers & goods to deliver
- To keep customers, you need to write blog posts, offer a 7-day email course, engage them on social media

Create a Model That Works

- Generate more daily income by using your money-making skills
- Generate more referrals by asking for recommendations, setting up an affiliate program and providing incentives for your affiliates

Make it a habit to work all these elements on a consistent basis

Don't neglect any of these components

Use the Right Tools



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Use the Right Tools

Find what works for you and use it

If you can't afford a particular tool, save for it, barter for it or ask for it as a gift

Tools might include software, planners, timers or physical things like a good office chair or an office door

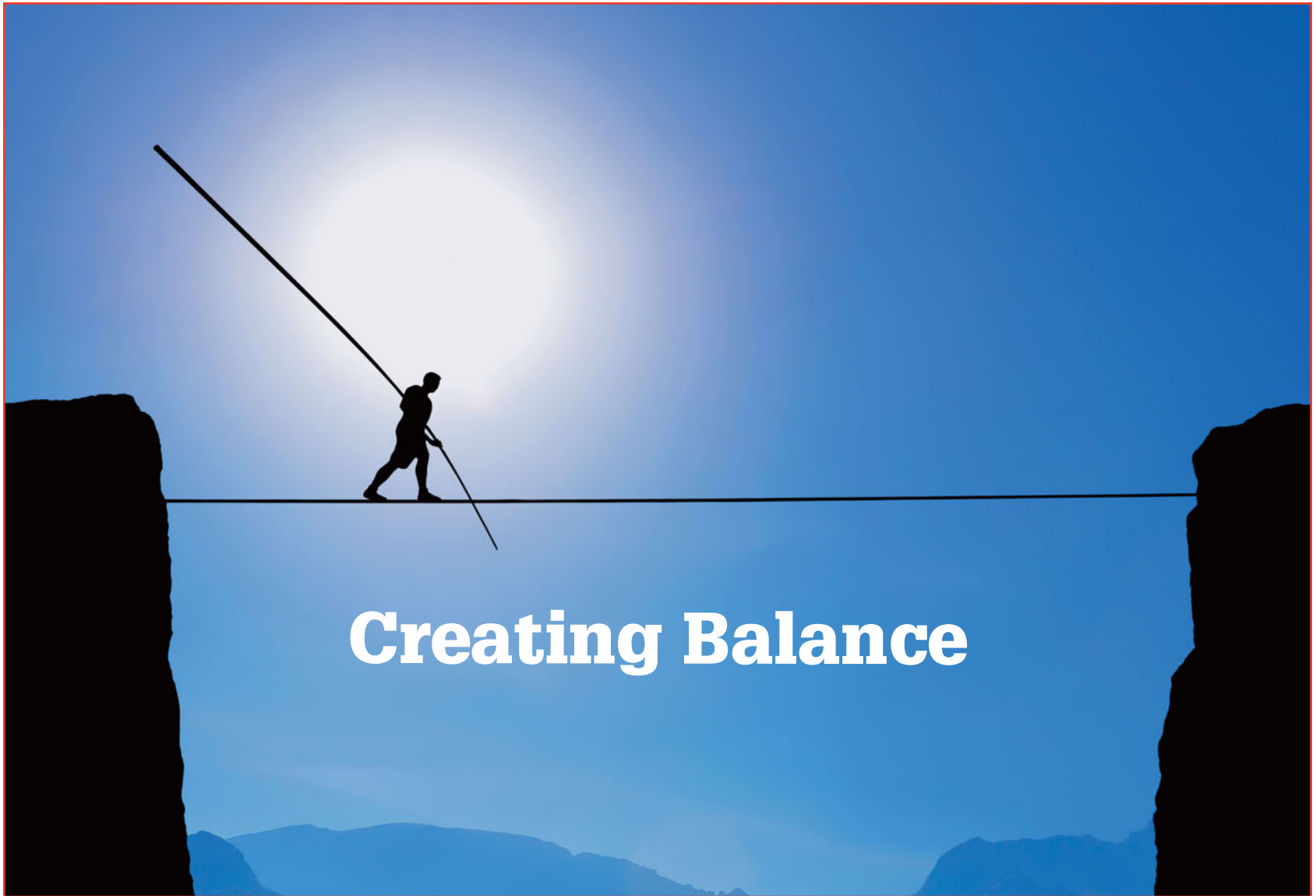




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Plan for Outsourcing

- What do you need to outsource?
- What would you like to outsource?
- What would allow you to make more money if you outsourced it?
- Build your projected outsourcing fee into your business plan & monthly budget
- Outsource one area or task at a time
- Plan to outsource more as your income grows



Creating Balance

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Creating Balance

There's no such thing as true balance because you can't control other people's actions or external factors, such as weather or seasons

Focus on things you **can control, such as:**

- Unscheduled requests from friends or clients
- The core basics, such as food, your family, inner child, your ethics & God or spirituality
- Turning your negative thinking into positive affirmations (or affirmations)

Tip #3

**Practice the
20/20/20
Technique**

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Tip #4

Set a Timer



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Tip #5

Start Your Day Early



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Tip #6

**3 Hours a Day
to Work
On Your
Business**

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Tip #7

**Plan
Your Day
in Boxes**

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Plan Your Day in Boxes

Daily Action Plan

5AM 00..... 15..... 30..... 45.....	11AM 00..... 15..... 30..... 45.....	5PM 00..... 15..... 30..... 45.....
6AM 00..... 15..... 30..... 45.....	12NOON 00..... 15..... 30..... 45.....	6PM 00..... 15..... 30..... 45.....
7AM 00..... 15..... 30..... 45.....	1PM 00..... 15..... 30..... 45.....	7PM 00..... 15..... 30..... 45.....
8AM 00..... 15.....	2PM 00..... 15.....	8PM 00..... 15.....

Tip #8

**PLAN
YOUR
WEEK**

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Tip #9

Singletask



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Tip #10

Process Email



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Tip #11

**Set
Office
Hours**



Tip #12

Eat Smart



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Tip #13



**Working More Hours Does Not
Equal More Productivity**

In Closing...

Becoming successful is dependent on getting stuff done

Get things done with a solid balance of flexibility & organization

You don't have to change everything overnight... start with one area or task and make those changes today



**I Can Help You
Get Stuff Done!**

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