

Section #6: Tools & Resources

Freedom Fast Tips/Reminders

- A More Disciplined Approach is a Skill and Can be Learned
- One Change at a Time, do it For a Month
- Mini 'Keep Score' Approach- Tick Marks on a Piece of Paper, Then a Reward For Doing it!
- Same 'Folder Names' For Off Line and Online

Freedom Fast Tips/Reminders

- Remove as Much Off Your Plate as Possible
- One INBOX For All Hard Copy Stuff, Then Work It-Calls, Projects, Person, etc., Worked at Least Every Other Day
- One INBOX for Electronic, Worked at Least Daily
- 4 D's-Delete, Delegate, Do it Now, Defer it (and File it For Later)

Freedom Fast Tips/Reminders

- Plan Next Day as the Last Task of the Day (do the 'Why am I Doing This?' cCheck)
- Plan Next Week as the Last Task on Friday (do the 'Why am I Doing This?' Check)
- Dr. Bill Dorfman- WIN, What's Important Now?
- Keep Things Simple, Complicated=Time-Waster
- Be Consistent and Stick to a Routine 80% of the Time
- Like to Do and Don't Like to Do List
- 'PSBF'-Put Stuff Back Fast!

Freedom Fast Tips/Reminders

- Consider Getting Invoices, Statements via Email vs. Hard Copy in the Mail
- Email Process, Create the Same Folders as Your Offline World
- Got an Idea and Want to Talk About it? Leave a Voicemail For Yourself so it is Transcribed and Emailed to You.
- Manage the Day in 30 Minute Blocks (or 15)
- On All Appointments, Include the Phone Number

Freedom Fast Tips/Reminders

- STOP the Inflow--- Cancel Subscriptions, Opt Out of Unnecessary Email Lists
- Create a Separate Email Account For 'Reference' Emails You Receive
- Use Checklists (Packing For a Talk, Agreement Checklist, etc.)
- Consider Auto-Bill Payments With Your Bank
- Most Important Step, What Can I Get Rid of/Eliminate/Delegate Off my List
- Work LESS=Keep MORE \$\$!

Freedom Fast Tips/Reminders

- Place Ideas/Actions in One Place
- Separate Tasks, Ideas by Using a New Sheet of Paper, Easy to Tear Out and Then to a File Folder
- Group Similar Tasks Together (Mail Time= Open, Sort, Address, Stamp, etc.)
- Create Routines, Like Brushing Your Teeth; Should Not Have to Think About it...

Freedom Fast Tips/Reminders

- Bottom Line- if You Like Doing it, it Gets Done. If You do Not Like Doing it, it Does Not Get Done. Any Questions?
- The Old Fashioned Tickler Follow-Up File=31 Days + 12 Months is 43 Folders
- Always Write Down, 'What's the Next Small Step'. Create Brochure (Big Project) May be on Your List, You Must Write Down the First Action You Will Take=Write my Biography is the 'What's the Next Small Step'

Freedom Fast Tips/Reminders

- If You Have Piles of Paper-Try This:
- Step 1 is to Get the Trash Can and Start 'Using it'
 - If you can get access to it, online or on your computer/network
 - If you haven't used it for xxx months or will not use it in the next xxx months...TRASH IT
- If Tax/Legal Related KEEP and File (www.irs.gov)
- After That, 'Bucket' the Remaining Papers Into Major Categories
 - Then, file, delegate it, or do it now (insurance, taxes, financial, charity, medical, TO-READ, TO-CALL, etc.)
- Can You Believe That 80% of What is Filed...Never Sees the Light of Day Ever Again?

Freedom Fast Tips/Reminders

- I Don't Have Time=You Are NOT Making the Time!
- Create Receipts File or Box, Newest One Always in the Front and Process it Weekly or Monthly,
- Simple Project Plan- Define the Goal, See the End Point and Plan Backwards With Timelines, Answer 'What Could go Wrong', Plan to Overcome the Issues
- Magazines-Tear Out the Article, Read it and Then (Trash, Share it, File it if Related to a Project)

-CASE STUDY-

Kathryn Perry/Anacortes, WA

"...what I really did not understand was how my operations was stopping me from my success...I walked out with something every hour on the hour with a new idea and a-ha, and confidence in my ability to implement it right away!"



“2-Minute Drill”

Start, Stop, Continue

I Need to START...

Place a number 1 next to your TOP item, then 2, etc.

“2-Minute Drill”

Start, Stop, Continue

I Need to STOP...

Place a number 1 next to your TOP item, then 2, etc.

“2-Minute Drill”
Start, Stop, Continue
I Need to CONTINUE...

Place a number 1 next to your TOP item, then 2, etc.

Davy's 'Forced Ranking' System

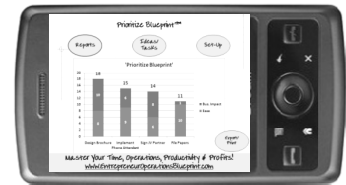
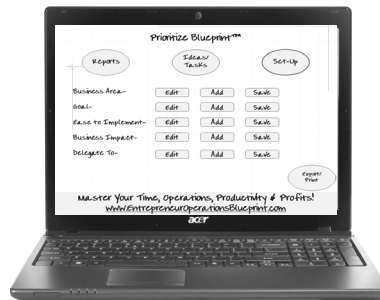
www.PrioritizeBlueprint.com

The screenshot shows a web browser window with the address bar displaying `http://localhost:2593/EOB/eob.aspx`. The page content includes a welcome message "WELCOME BACK JAMES. GOOD TO SEE YOU" and a "LOG OFF" button. Below this is a navigation bar with three tabs: "REPORTS", "IDEAS/TASKS", and "SET-UP". The "IDEAS/TASKS" tab is active, showing the "Prioritize Blueprint™" interface. This interface features a form for adding or editing ideas/tasks. The form includes a dropdown menu to "SELECT AN EXISTING IDEA/TASK" and a "NEW" button. Below these are input fields for "DATE", "IDEA/TASK", "BUSINESS AREA", "GOAL", "EASE TO IMPLEMENT", "ESTIMATED TIME", "DELEGATE TO", "BUSINESS IMPACT", and "DATE COMPLETED". There are also radio buttons for "MAKE MONEY" and "SAVE MONEY". At the bottom of the form are "CLEAR" and "SAVE CHANGES" buttons. A footer banner at the bottom of the page reads "Master Your Time, Operations, Productivity & Profits! www.EntrepreneurOperationsBlueprint.com".

Davy's 'Forced Ranking' System www.PrioritizeBlueprint.com

- NO MORE 'GUESSING' What You Should be Doing Right-Now!

Web Accessible!



Real-World Calculation

Idea/Task

\$/Year

Total

\$_____

Place a STAR next to your TOP item, TAKE ACTION NOW!

-CASE STUDY-

Brian & Genessy Safdari/Valencia, CA

"Davy accomplished more in one day
than we could in 6-months!"

