

Tube Ranking Secrets



PRODUCTIVITY CHEAT SHEET - CHECKLIST

Welcome to the productivity checklist series for Tube Ranking Secrets - TRS.

These sheets have been designed explicitly for the TRS strategy and will help you stay motivated and help you save time.

Structure is the KEY to being productive.

Ignore this cheat sheet, and you may not be demonstrating that you are not professional enough or serious enough about building an online business.

-Nova Ananth
YouTube Expert & Coach



Checklist 1 - Creating A Yearly, Monthly, weekly & Daily Plan

YEARLY PLAN

First of all, you have to identify the purpose of your plan. You need to have a specific purpose for which you're planning this yearly work plan. The TRS strategy revolves around YouTube, which means your goal is to get subscribers, Views, Watch Times, Email leads, Video uploads and Sales too.

Set yourself a target of x-number of subscribers and x-amount of video uploads you want by the end of the year, NOT sales! Be sensible. An objective of 1,000 subscribers and 100 video uploads is a realistic target.

After this, whatever number you have set yourself, take 1/3 of those numbers, and that is your ACTUAL yearly target. If you said 1,000 subscribers and 100 video uploads, then your actual goal will be 555 subscribers and 50-55 video uploads.

Now you can open a Google document/spreadsheet and start segmenting this yearly goal into monthly goals which you will work towards.

MONTHLY PLAN

This is more concise than the yearly plan, and for this, you must open Google sheets documents.

Now, start dividing your annual goal into smaller parts and put different goals for each month. Divide the number of subscribers you want, for example, into 12 separate months so you know what your monthly target is.

Set aside 30 minutes for planning this monthly plan after the end of each month and identify the goals that you want to achieve within that month. At the end of each month, come back and write in the real stats of your progress.

By breaking up your goals into monthly targets, it becomes more achievable and manageable.

This stops you from feeling overwhelmed and lost.



Checklist 1 - Creating A Yearly, Monthly, weekly & Daily Plan

WEEKLY PLAN

Set aside 30 minutes from your Sunday night and start planning for the upcoming week.
Be realistic and factor in your family, friends and prior commitments.

Again, on Google sheets document, list your goals for the week and mention their timings.

Make a list of the time you will spend researching a video, recording, and set yourself a goal of publishing x-number of videos per week. Aim low, do NOT aim for one video per day or anything like that.
Two videos per week is more than enough.

Realise that your planning needs to be flexible. For example: researching a topic may take longer than planned.
Set your end goal, of publishing a video, towards the end of the week with ample time to allow for delayed micro-tasks such as researching and editing videos.

DAILY PLAN

A solid plan is essential, and the daily plans are the building blocks that form the results of the weekly and monthly AND yearly plans. This will lead to Checklist No.2 - Breaking Down Your Daily Plan

When you create your daily plan, be realistic. Add in breaks and human nature, such as getting distracted by Facebook or friends.

Include all the tasks that you want to fulfil the next day and make a list of them in the planner.

Highlight your most important tasks in the calendar and finish them first.

After this, schedule your tasks/work hours/family commitments and set aside the time you need to complete the tasks.

The first few weeks will be tough because you will mistime tasks and run over into overlaps. As time goes by, you will gauge how long you need to edit a video or how long it takes to complete specific tasks which will make it MUCH easier to plan your week.

However, it starts by just DOING IT!



Checklist 2 - breaking down your daily plan

At this stage, you have made your weekly and monthly goals. However, you need to break these down even further to manage your day by day, hour by hour tasks.

You must complete micro tasks hour by hour to complete the daily, weekly and monthly goals.

For Example:

WEEKLY GOAL = Publish One Video

To achieve this weekly goal, you must complete the following tasks:

DAILY GOAL, MONDAY – Find Topic/Keyword

DAILY GOAL, TUESDAY – Research and plan video

DAILY GOAL, WEDNESDAY – Practise and record video

DAILY GOAL, THURSDAY – Edit Video

DAILY GOAL, FRIDAY – Publish video

Each one of these tasks have micro steps within them which you need to allocate time to achieve. That is what you will do in this checklist.

Some of these tasks will take much longer than planned, others much less. As time goes by you can make one video in just a few hours and you will create more advanced weekly goals and move forward.

Being flexible is vital because some tasks will take longer depending on the video topic. You need to chop and change your plan depending on how long tasks take to complete, but you always focus on the long term and the end weekly, monthly and yearly goals.



Checklist 2 - breaking down your daily plan

DEVELOP A MORNING HABIT

- 1 - The first and the essential step is to develop a routine, especially a morning routine. Wake up early and organize your work for the whole day. Chances are you have a busy work/family/social life, so you need to be prepared and take action.
- 2 - Now divide your goals for the day into different parts and assign these to each hour in the morning or evening when you have spare time.
- 3 - Take a look at your calendar that you've set for your day and get an idea about your schedule. Can you work in the morning or the evening? Are you willing/able to cancel non-essential personal plans to ensure you have time?

DO NOT OVERCOMMIT

- 4 - Appreciate the fact that you have an existing life and this "online thing" is going to be hard to find time to work on. So do not overcommit and be practical. If you only have one hour per day to work on this that is totally fine, but then you cannot say you will make 7 videos per week as this is 100% unrealistic. Do you see what I mean?
- 5 - Break things down to the core basics and say "Tonight, after dinner, I will spend 1 hour researching my first video." Then the next day, "During my lunch break, I will plan out the structure of my video." Do you see how these micro steps will slowly move you to the end weekly goal of publishing one video and, ultimately, to publishing your 50th video by the end of the This(Certain) Month or Year Plan?



Checklist 2 - breaking down your daily plan

6 - If you want to build a second income online, you need to realise you have to make some sacrifices to free up time and money to make your business grow.
If you cannot afford \$100/m for the tools you need to run an online business, but CAN afford \$300/m on beers, pizzas and taxis.... Then you need to rethink your mentality towards your own growth.

7 - Watching 10 hours of Game Of Thrones on the weekend is great but what if you took 5 of those hours and worked on your business instead? Do you see what I mean?

KEEP IT FLEXIBLE:

8 - Everyday is different. Some days you will be productive and achieve much more than normal. Other days your personal life will get in the way and you will get nothing done. This is normal but you have to get back on track afterwards.

9 - Be flexible and realise that sometimes you will have to change or move things around on your daily plan and weekly plans as things develop.

10 - Be self-aware and find which tasks takes you longer than normal. Do you struggle with recording, for example? Then set aside more time in your plan to allow for that extra time needed.

POMODORO TECHNIQUE:

11 - An interesting way to break down your daily plan is to use the Pomodoro Technique. First, decide on your task.

12 - Now set a timer for about like 30 or 40 minutes.

13 - Keep doing your task until the timer ends. Focus ONLY on working. No Facebook or distractions.

14 - After this, take a short break of about 5 to 10 minutes.

15 - Now repeat these Pomodoro sessions for four times.

16 - At the end, take a longer break of about 25 minutes.

17 - Now choose another task and repeat the technique.

18 - This way, you'll successfully divide your daily task into many chunks that will make it easier to accomplish. This helps to overcome distraction and makes you work MUCH more efficiently.



Checklist 5 - develop a routine and stick to it

DECIDING AND SETTING GOALS:

1. First of all, you have to decide what you want to do during your daytime.
2. You have to start by prioritizing the tasks that are important to you.
3. Now set goals for your day. Start by breaking down big goals into smaller ones and try achieving these. This will help you in sticking to these smaller goals.

MAKE A PLAN AND STICK TO IT:

4. Start making a plan for your daily routine. You can choose a calendar or a to-do list as the layout for your daily planner.
5. Mention your daily activities step by step on this planner.
6. Now the most important thing is to stick to it and be consistent. Stick to the same routine that you've set in your planner, and do not change it.
7. Try to stay active during your day and divide your tasks in your schedule according to your activeness during various hours of the day.
8. Make it fun - avoid boring routine and do tasks that bore you during midday. And don't forget to take breaks.

TAKE SOME TIME OUT FOR YOURSELF:

9. Giving you and your family, some time, should be a part of your daily routine.
10. Make it your evening ritual of giving time to yourself as it will make you ready for the next day.
11. Meditation will also help you in focusing on your daily routine and will improve your sticking ability with the routine.

KEEP TRACK OF YOUR PROGRESS AND REWARD YOURSELF:

12. You should start by making a visual calendar.
13. Mark it by the end of the day, showing the tasks that you have performed during the day.
14. And, after sticking to your routine, you should reward yourself for staying motivated. For example, getting a new pair of shoes or simply one hour of rest.
15. Always stay prepared before starting a new routine.
16. Keep all the equipment and tools ready that will be required for your daily tasks.
17. Try new things to make your routine fun and stick to these things.
18. And lastly, do not procrastinate and perform your tasks on time as it is the key to a healthy daily routine.



Checklist 6 - Choosing The Right Task Management Method

NOTE EVERYTHING DOWN:

1. First, you have to think of all the things that you want to do.
2. Start noting them down in a sequence that you'll follow to finish these tasks one by one.

USE THE 6 BOX TO-DO-LIST:

3. Make 5 boxes and put all the important tasks into them.
4. Make the 6th box and put everything else in it, that is not important and you'll do it at the end.
5. Now give equal time and effort to all the tasks and get them done on time.

USE ABC 123 PLANNING BASED ON PRIORITIES:

6. Make a list and mention the alphabets A, B, and C on them separately.
7. Mention all the important and main tasks in section A.
8. Write down the less important tasks that could be done later in section B.
9. Now, in section C, write those tasks that won't affect your daily routine if they aren't done.
10. After this, start numbering all the tasks in each section according to their priorities, like the most important task in section A will be 1A, and the second one will be 2A, etc.
11. These numbers will show the urgency of the tasks and will help in managing them very well.

MAKE A DONE LIST:

12. Stop stressing while looking at the number of tasks that are needed to be done and start managing them by making a done list.
13. Use agile reporting system for this list.
14. Start by writing all the tasks.
15. Now, start eliminating these tasks that you have done from the list. This will decrease your stress level and improve your task management.
16. Keep all the equipment and tools ready that will be required for your daily tasks.

KEEP YOUR FOCUS:

16. You have to start doing your tasks by keeping your focus on one task at a time. Do not worry about all the other tasks that are left to be done.
17. Set deadlines for your tasks; this way, you'll get motivated to complete your tasks at a particular time.
18. Last but not the least, start by doing that task which you find boring. After getting it done, you'll easily manage all the other tasks. Choose a method that suits you.



Checklist 7 - Spend Your Morning On MITs

CREATE A LIST of MOST IMPORTANT TASKS - MITs:

1. First, in the morning, create a list of the two or three major tasks that are important to be done in a day.
2. Keep this list separate from your ordinary to-do list.
3. You can use any app to take notes of the MITs. Open that app like Workflow, and start a new section for the day.
4. Write 2 or 3 most important tasks in that section.
5. Now start listing out MITs and non-MITs and add them under the log section.
6. Start assigning blocks of time to each MIT and do them as soon as possible.

KEEP MITS FLEXIBLE:

7. Keep your list flexible, and as the new tasks come in, add them to the MITs list according to their urgency.
8. You can swap a new MIT with the old one if it is more urgent and work on it later in the day.
9. Start your morning by doing the first and most important tasks from your list and keep doing tasks depending on the number they are written on the list.
10. Keeping MITs list flexible will help you in getting more tasks done in a single day. Don't hesitate while adding new ones.
11. Set the tone of your day based on your MITs list and stay focused on these tasks.

REVIEW YOUR TASKS AT THE END OF THE DAY:

12. Get an update about all the tasks by the end of the day.
13. Identify your areas of improvement by reviewing your daily progress.
14. Now add a note for tomorrow morning.
15. Include all the tasks that are left this day to the MITs list of the next day.
16. Get your MITs done before doing any other tasks.
17. Plan your weeks and months according to your daily priorities.
18. At least one of your MITs should relate to your goals so that you stay motivated.



Checklist 8 - Follow The 80/20 Rule

SET GOALS USING 80/20 RULE:

1. Start setting goals for your daily routine first.
2. Now, start applying the 80/20 rules for the accomplishment of these goals.

EAT THE FROG:

3. It's not like eating a real frog but doing such a task that is more complex or hard to do.
4. Start doing such a difficult task first, as it will save time for the other easier tasks.

FOCUS ON THE MAIN GOAL:

5. Keep your focus for the major goals that you want to achieve.
6. Set one big goal and start working on it with focus. Do not indulge in gossips and distractions. Use the 80/20 rule wisely for such goals.

IDENTIFY YOUR DISTRACTIONS:

7. To manage time effectively; you need to identify all the things that are distracting you from your goal.
8. Start by eliminating these distractions from your life eventually.
9. Meet the deadlines of your tasks without focusing on these distractions.

APPLY THE 80/20 RULE:

10. Now it is the perfect time to apply the 80/20 rule. Focus on the critical and important 20 percent of your task that will be favorable for you.
11. Your outcome and success will depend on this 20 percent of the effort that you'll be making.
12. Examine your work to identify which 20 percent of the tasks you need to be doing.
13. Keep the basics of this rule in your mind and remember your ethics and values and make decisions accordingly.
14. Start doing tasks that you do not like as your 20 percent, as they will be relating to a bigger picture and a greater outcome.
15. Hire people for completing those 20 percent tasks if you lack them.
16. Try to give your best effort for the 20 percent, and you'll achieve the 80 percent outcome eventually.
17. Include only urgent tasks in the list of the 20 percent tasks you have to do.
18. Use a prime time for these 20 percent tasks to finish them. Get these tasks done within that time limit, and you'll get 80 percent results for sure.



Checklist 9 - Make A To-Do Lists

START BY PICKING A MEDIUM:

1. First, pick a medium for writing your lists.
2. You can use your hands and a pen to create these lists, or there are many apps available now that help in creating to-do lists, you can make use of them as a medium for your writing as well.
3. Choose the medium which works best for you.
4. In the Ads Manager section, click on the Create button present in the top left corner.

NOW MAKE MULTIPLE LISTS:

4. First create a master list and include all the long-term tasks in it.
5. Now create a weekly list and include all the tasks that you want to do in the next 7 days.
6. After this, make a High impact list and add all the tasks and goals that you want to accomplish in the day.
7. Now each day, look for tasks from master and weekly lists to move them to High impact list, and get them done on time.

STAY SIMPLE:

8. You can add up to 10 tasks per day in your High impact to-do list.
9. Avoid adding too many tasks in this list, and move the remaining tasks to the master list.

GET YOUR MITS DONE ON TIME:

10. Include at least 2 most important tasks in your daily to-do list and get them done.
11. As these tasks are meaningful, finish them on time, and leave the rest of the tasks for the weekly project list if they are not done on time.
12. Break down your bigger tasks into smaller ones to reduce the fear factor and add these smaller tasks in daily to-do lists.

MENTION ALL THE INFORMATION AND TIME FOR EACH TASK:

13. Start including all the necessary information for each task in the list.
14. Mention the timings for each task in the list to get an arrangement of the tasks and finish them accordingly.
15. Pick up time from your day to schedule lists for the upcoming day.
16. Keep your to-do list flexible and add breaks between every two tasks to do them efficiently.
17. Do not stress over your lists and get at least one MIT done from one list.



Checklist 10 - The Kanban Method

THE KANBAN BOARD:

1. First, start with preparing your Kanban Board by using a whiteboard.
2. Divide the board into three columns.
3. Start labeling the columns as first one "To Do" and add all the tasks that you need to do in this column.
4. Further, make a second column with the label of "Doing" and add the tasks that you're working on.
5. In the end, make a third column, mentioning 'Done', and record all the tasks that you've accomplished in it.
6. Use cards and write all the tasks on them and stick these on the whiteboard in their respective columns.

WORKING WITH KANBAN BOARD:

7. Now use post-it notes and write your tasks with a marker on it.
8. Paste these notes in the To-do column.
9. Whenever you start working on any tasks from To Do column, drag it to the Doing column.
10. And, after completing your task, drag it to the done column.
11. Repeat the same process and drag tasks, one by one from To Do column to Doing column and then finally to the done column.

HAVE A REVIEW:

12. Start limiting work in progress. Do not drag too many tasks into your Doing column.
13. Have a review of your Kanban Board every day and prioritize your tasks in it.
14. You can also start adding further columns in your Kanban board, once you become comfortable with it.
15. After honestly reviewing your board, add columns like "waiting for" to add blocked tasks that will be done later.

TOOLS FOR BOARD:

16. You can use any suitable tool for creating this board. Use a whiteboard for this purpose.
17. If you do not have a whiteboard; you can use a notebook and draw three columns on it.
18. Use the Trello.com app for creating a digital Kanban Board on it. This will be more convenient. And eventually, you'll become productive.



Checklist 11 - Prioritize

MAKE A LIST OF YOUR TASKS:

1. Make a list and include all the tasks that you want to do in a day.
2. Now do not leave out even a minor task from the list as this list will be your to-do list, and you'll do only those tasks that are mentioned on it.

IDENTIFY YOUR MOST IMPORTANT TASKS:

3. From the list, identify which tasks need to be done immediately.
4. Choose those tasks that will have a negative consequence if not done by the end of the day.
5. Separate out your Urgent tasks and make sure to do these immediately.

SEPARATE TASKS BASED ON THEIR VALUE:

6. Start assessing the value of tasks on your list.
7. Separate those tasks that have higher importance than others and make them your priority.
8. Your priority list will be based on the tasks that have the most important to you, and they need to be done by the end of the day.

PRIORITY ORDER:

9. Start by picking up that task, which will consume more energy and effort.
10. Now, add this task to the top of your priority list.
11. You can also add the lengthiest task in the first row of your list and get it done before all the others
12. If you think that the lengthier or the master task will take a lot of time, go towards the shorter tasks and get them done first.

FLEXIBILITY SHOULD BE THERE:

13. Make your priority list a bit flexible so that you can change your priorities when needed.
14. Try to adapt to the newly added priorities in your list and the change of the routine.
15. Stay committed to your tasks and completed them on time.

DO NOT AVOID CUTTING OFF THE EXCESS:

16. After setting up your priorities, look up for the extra tasks.
17. Start cutting off these extra tasks and focus on your priorities.

MAINTAIN A BALANCE:

18. You have to maintain a balance between all the tasks even if they are not so important if they in your list so they should also be given attention.
19. Lastly, do not lose your focus and stick to your priorities; this is how you'll achieve success by the end of the day.



Checklist 12 - Set Realistic Timetables

MOST IMPORTANT TASKS:

1. Set your time table in a way that will allow you to do your most important tasks first.
2. You can start by eating a frog, i.e., doing such a task that is hard to do or makes you bored. Doing such a difficult task eases your day.

STARTING YOUR DAY:

3. Make a template with all the tasks of your day mentioned on it.
4. Start by adding the most important tasks in the columns of this time table and prioritize your tasks there.
5. Such a time table will help you in visualizing your daily report and in making further amendments to your time table.
6. Start a meaningful morning by getting all the important stuff done.

KEEPING A FLOW:

7. Keep a flow of tasks and energy while doing your tasks. Do not storm your time table with tasks.
8. Schedule your energy in the right way and provide it to each task according to its priority.

DO AN AUDIT OF CALENDAR:

9. Reflecting upon your progress is an important thing to do. Do an audit of your calendar every month.
10. Review your time table and identify those tasks that are consuming most of your time.
11. Eliminate these time-consuming tasks, if they are not very important.
12. Now, adjust your new tasks in your time table according to their importance.
13. Keep all of your daily commitments on one calendar. This will help you in making a more realistic time table.

TAKE BREAKS:

14. Doing work continuously proves to be hazardous for health. Add separate time in your time table for breaks.
15. Take continuous breaks after every 2 hours of work. This way, you will not get exhausted.

PLAN IT A NIGHT BEFORE:

16. Sit down a night before and start making your schedule for the upcoming day.
17. Do not add too many tasks in it. Minimum of 3 major tasks are enough to be done in a day.
18. Add the extra tasks is not important tasks list in your schedule and follow this realistic time table the next day.



Checklist 13 - Remove Potential Distractions

GET RID OF BAD HABITS:

1. Your bad habits are the major distraction in your life. To get rid of them, you need to take essential steps.
2. You have to start by setting up a morning routine. Start waking up early and take care of your hygiene.
3. Now you can set up your bedtime routine as well. Good sleep is essential for better performance.
4. Getting rid of media voices and the stress given by them is the essential step towards well-being. So try to avoid watching TV, Social Media and your as much as possible.

DECLUTTERING YOUR MIND:

5. Text messages, tweets, notifications from social media; all of these are the major distractions while you're at work. You need to get rid of these.
6. Turn your cell phone to autopilot.
7. The easiest step is to simply turn your phone off while you're at work, to avoid maximum distractions.
8. Get rid of all the stressing thoughts and do your work on time; this way, you'll feel an utter satisfaction after the completion of the task.

MANAGE YOUR SCHEDULE:

9. To get rid of the distractions the whole day, you need to dedicate a few minutes to yourself at the start of the day.
10. Assemble your schedule during this time and set your priorities and goals for the day. This way, you'll know that you only have to focus on these goals, other than all the other tasks that will be a distraction for you.

HAVE AN ORGANIZED WORK PLACE:

11. You can work efficiently only when you will have an organized workplace.
12. You have to set your table, and all the required resources should be present on your desk beforehand so that you do not get distracted in search of these necessities while working.
13. Having an organized Work desk will help you in getting rid of the unwanted breaks that affect your schedule.
14. Make sure to provide your workplace already with food and water so that you don't have to stand up and go in search of food.
15. Get rid of all the unwanted ads on your computer, because they will distract you from your work. Use the app Anti-social to get rid of all the social media Ads that will be a distraction to you.

SET TIME:

16. You have to set time for all of your tasks and ensure that you give all of your tasks their assigned time.
17. Break up big tasks into smaller chunks and get them done. This way, you'll avoid the stress of finishing these tasks, which is itself a bigger distraction.
18. Go the extra mile, if you start working early, any day, this will save you a lot of time later, in which you'll be able to relax and this way, you won't get distracted by the things you can do those things in that extra time.



Checklist 14 - Stop Procrastination

MAKE A LIST OF TASKS:

1. Take out a blank sheet of paper and start noting down the most important tasks that need to be done by tomorrow.
2. Now, write the remaining tasks that you want to do or the tasks that you've put on hold for a long time, get them done.

NOW HAVE A LOOK:

3. The next thing after making a list is to have a look at your list.
4. Identify which one task you want to start doing right now. Pick that task.
5. Start doing one task at a time, and this way, you'll become active.

SET A TIME:

6. For every task, you need to pick up on time.
7. Do your assigned task on the assigned time. You can start by picking up less time, like 30 minutes for one task and go on increasing its duration for upcoming tasks.
8. You cannot be perfect, so don't try to be. Just do your tasks with a flow and stop procrastinating. Do that task you had been leaving for later.
9. Start your day with the hardest task and set its time in the morning.

FURTHER STEPS:

10. If you'll promise yourself an award after the end of every task, there are chances that you'll do your work by heart. This will lower the chances of procrastination.
11. Try changing the environment in which you work frequently. Do the first task while sitting in one place and change your place for the next task. This way you won't get bored with work.
12. Add deadlines for every task in your time table. This will motivate you to do work within a certain time limit, and you'll do it within time.
13. If you are procrastinating for a long time, you might have forgotten about your goals. You have to re-clarify your goals and find out what exactly do you want to do.
14. Avoid over-complicating things because this way, you'll lose your interest in work and procrastination will seem easy to you.
15. You can add peer-pressure to your daily life activities, which will help you in keeping up with your work. You can use the tool Procraster if you do not find any person to keep a check on you.
16. Finish tasks as soon as they arise; this way, you'll get a lot of your work done.
17. Remove all kinds of distractions from near you. Put your phone on airplane mode, turn off the TV, and mute the notifications from social media websites on your laptop.
18. Keep a to-do list all the time with you. This will motivate you to do work and get it done within the deadline.



Checklist 15 - Stop Multitasking

STOP THIS PHONE CHECKING HABIT:

1. The very first thing you have to do is to stop checking your phone right after waking up. Even though it doesn't seem anything like multitasking, but it proves to be a big productivity killer.
2. Give yourself about 1 hour after waking up, without a phone, and develop a healthy routine that will focus just on having breakfast and getting ready instead of checking the phone also.

GET RID OF DISTRACTIONS:

3. The essential step towards unitasking is to get rid of all the distractions that might prove to decrease your focus.
4. Put your notifications on mute, and while working, do not check on emails as these are also a distraction and will again lead you towards multitasking.

MAKE A LIST:

5. Start picking up on your most important tasks.
6. Now add these tasks in a list and number them according to the order in which you want to complete them.
7. Now focus on one task at a time and get them finished one by one instead of doing them altogether. This will enhance your productivity level.

STAY MINDFUL:

8. Now that you have made a list of your priorities, you have to stay focused.
9. Do not get distracted towards any other task while doing a task.
10. If a thought of some other task comes into your mind, distract yourself towards that task you're already doing. The trick is to stay mindful of the task that you're performing.

LEARN TO SAY NO:

11. Do not take on more than you can chew. As you've made your list, stick to those most important tasks that you've mentioned in your list.
12. Try to say No to anyone who asks you for any more tasks or projects.
13. This little trick will save a lot of your time and effort, and you'll focus more on your own tasks.

INCREASE YOUR FOCUS:

14. Try to focus on just one task that is mentally challenging and schedule a small amount of time for it.
15. After completing this task, try to extend the assigned time for the task so that you can extend your focus as well.

UNITASK DURING PRIME HOURS:

16. Choose your effective hours for your challenging tasks. Do them one by one.
17. Stop wondering on other tasks and stay focused on the same task that you're doing during those hours in which you're more active.
18. Leave out less important tasks for weaker moments of your day and do them at that hour.

**This is My Secret Success Productivity Cheat Sheet - Check List
For My Successful YouTube Business.**

**- NOVA ANANTH
YouTube Expert & Coach**

