**PE 8 Edited\_Transcription**

[Daniel Hill] (0:05 - 37:16)

Welcome to the official property entrepreneur podcast with myself, Daniel Hill. On this strip back podcast, we're going to be going behind the scenes with special guests to provide insight and inspiration on all things business, life, and the actual realities of high performance in practice. Success and failure are both very predictable.

We hope you enjoy. Okay, so it's 5am on a Friday morning and you'll be listening to this on a Tuesday on the release day of the podcast. And it's the end of the week.

I'm sitting here thinking, how do I make the most of today? Like I need to make sure that, so one of my mantras this year, one of my personal objectives is that I don't work at the weekends. How do I make sure that I finish play Friday with a clear desk or feel content with my work and then can enjoy the weekend knowing that I've smashed out the park this week and all is well for the weekend.

I don't have to worry about, I didn't do that. I didn't get that done. I procrastinate all day.

I sit there twiddling my thumbs. How do I actually do that? So success and failure are both very, very predictable.

One of the biggest things that we see with property entrepreneurs, especially in their first few years of the program is how do you actually pull the trigger? So it's very easy to keep yourself busy, like everyone, or it's very easy to convince yourself that you're busy, whether that means that you're doing trivial things during the day, you're running around, not actually achieving much, you know, you're sending WhatsApp messages, emails, you're doing lots of low value, high volume things that convince yourself you're busy. The secret to success really isn't any sort of secret algorithm about how things, how do you actually put it together?

There's a blueprint to follow, there's things you need to do, but the secret really is who can actually execute, who can get the work done, who can get up and actually do what's required. So I've got up this morning, I've stoked the fire, I've drunk my tea, and I'm like, right, now I need to start getting productive. And what you realize very quickly is it's not the actual doing of the tasks that's challenging.

That's never the difficult bit. It's always the starting, because once you've got the momentum, you've got the inertia, you start doing the job, it's fine. And the ball is rolling, the wheel's in motion, it's absolutely fine.

It's actually getting it started, it's pulling the trigger, and it's being productive, and being productive consistently over a couple of hours, over a full day, over a week, over months, over years. And the compound effect of executing high value tasks is in most cases, the difference between those that make real step change progress and those that perhaps struggle. So everybody talks a good game.

How do you get into that top sort of 5% of high performers who just seem to consistently achieve things and get things done? And this is really the definition of success really is pulling the trigger, getting shit done, getting stuff out the door, and actually executing. Starting is the hard part, not the actual doing.

And what you find also is as people go through their entrepreneurial careers, their high performance careers, the first protocol, through the first year on Property Entrepreneur, we talk a lot about how to be organised, how to be productive, how to execute. When people get a couple of years in, a few years in, like our board members who've been on the programme for five or six years, the biggest challenge we have there on a daily basis, or a weekly basis, if not daily basis, is how do you then avoid burnout? When you get so good at these skills that you can smash out of the park, you do have a good work ethic, you know how to play the game, and you start smashing out of the park every day, every week, every month, and you see the returns from that, you know, the progress that's made, the returns, whether it's financial, or motivation, or the feeling and the satisfaction of getting those success triggers and getting things done, how do you then actually reign that in and avoid hitting the red line, avoid burning out?

That'll be one for another podcast. What we're going to look at in this one is how do you actually get shit done? So what is the process for having a productive hour, a productive day, a productive week, a productive month, to get that compound effect to enable you to move forward so you're not spending your day procrastinating, twiddling your thumbs, sharpening your pencils, doing your emails, sending WhatsApps, pretending that you're busy, or like, you know, convincing yourself that you're busy doing trivial things? How do we actually pull the trigger? So there's five main steps to this, and this is how I go about organising my work, and when I follow this process, and we're strategic about it, the output, the success, the progress is significantly higher than if you just roll into the day and convince yourself you're going to be busy.

One little sentiment into this as well is success isn't about, I work lots of hours, I am a grafter, I'm a high performer, I am an empire builder, I like the grind, the graft, I get satisfaction from pushing myself very hard, that's just my choice. Other entrepreneurs that we work with, so for example, Adam Goff, who delivers some of our programmes and is our host, he's a lifestyle entrepreneur, so to him it's more about the middle lane, it's about balance, whatever your work ethic and workload is, it's all about being strategic and deliberate about how you run your time, how you plan your day, not just turning up, hitting the ball and hoping for the best, it's being highly strategic when we go about mapping this out. So the first steps, there's five steps to this, those of you that are listening and not in the car or out running and want to take notice, there's five steps to actually being productive, getting things out the door and actually getting shit done. So the first is to write things down.

So you need to be able to see the wood from the trees, I can't believe how many people still don't write down what's recorded, I write down everything, I've got pads, I've got pads, I've got my phone, I've got my notes on my iPhone, I've got my Google Calendar, I send myself emails, I'm constantly writing things down because I need to be able to order them, I need to be able to see them, I don't want to forget them.

You want to reduce the decision fatigue as much as possible, you don't want to have to think about, oh I was supposed to do that, I was supposed to do that. The first thing is you need to have all of this written down somewhere. So this is going to be like, and it's not a to-do list, it's a list of things to do.

So there's a very clear difference, this is not a to-do list, it's a list of things to do. So I'm a creative entrepreneur, I like variety and it's quite often I'll change the way I run my days, my weeks, my months, my to-do list, so sometimes I'll have an A4 pad and I'll write a list of all the high value activity I do. Sometimes I'll have my journal and I'll write down a list of all the things that need to be done.

On the pad I'll do like high value, I'll write the list by companies, I mix it up all the time, the main thing is that you're writing this down somewhere. So you've got a list of all the things that need to be done. Then what we're going to do, which is the second step, is we're going to strip it back and highlight what are the things that need to be done today.

So there's a big difference between a to-do list and a hamster wheel. If you start the day thinking that you want to get to the end of your to-do list, you're going to be consistently disappointed because by the time you get halfway down you've already added another 20 things and the reality is you should never be able to get to the bottom of your to-do list because you want to grow, you want to progress, you want to move things forward and this means there's constantly new tasks, new projects, new challenges, new things to create. This list is going to get longer and longer and longer but we want to play this as a game and you want to enjoy the process. You want to get to the end of each hour, each 90 minutes, each hour, each 90 minutes, each day and feel like you've had a really strong good productive day and you won't do that if you finish it, look down and you've got a third of the way through your to-do list.

That's you setting yourself up for failure, you're not going to enjoy the process. So the first thing to do is to highlight what things are you going to do today. So if I write this out on my pad, so if I've got my A4 pad and it's got all of my things on I'll literally get a green highlighter and say right these are the things that I'm going to do today, this is today's list and this is what you want to do is set yourself up for success so it should be the bare minimum.

If you only achieve these things today then it's a good day, you're going to end the day, you're going to be happy, you're going to be on top of your work, you're going to be on your A game, that's going to be happy. Anything else is a bonus like plan for, stay out of trouble, plan for double, you're always going to run out of time. So write things down is step one, second is to highlight what you're going to do today.

So for example this morning, the minute I'm using Google calendars, so at the top of Google calendars you've got a to-do list and you can just add tasks in there and what I do at the beginning of the week is I split my tasks across the week. I say right well and we're going to talk about splitting your week up shortly. I split my week up, that's probably another one for, it's potentially a one for a whole another podcast, how you plan your week, you want rhythm to your week, you want to know your rhythm to your week, you want some days for high volume, some days for high value.

If you've got multiple businesses perhaps you do the Elon Musk strategy of like a day at SpaceX, two days at Tesla and you sort of break it up more strategically than that. I do a combination of the two so I have two days a week on, well it depends what my 70-20-10 is, but I'll break my days up of two days a week which is on business delivery and business management and then three days a week on business development which is locked away in the cave, high value, low volume, creative, introspective, business development, driving the business forward. We want to highlight the things that we're going to do today and in my Google calendar I'll split my tasks across the days that they're going to be done and then this morning I sat down and I looked at all the things that have made it into the Friday so Friday is as well, Friday in my calendar is a mop-up day so I try and keep it as clear as possible so that I can just finish the week with all the things that have come up that need to be done, all the things that I haven't managed to get done that I was hoping to get done. It's a bit of a mop-up day so what I did was I looked at my to-do list today for all the things that have been allocated to Friday and set myself up for success.

I want to finish Friday so I want to have a big day, I want to be productive, I want to clear the decks but I want to finish today feeling like I've smashed out of the park and I could have a day today that's 10 times more productive than most people and that's not uncommon but if at the end of the day that day that's been 10 times more productive than other people and I look at it and I'm halfway through my to-do list I'm not going to feel successful, I'm not going to feel like I've progressed, I'm not going to feel like it's been a great day. You want to set yourself up for success so I stripped out all of the things that I don't have to be done today and I moved them to next week so they don't have to be done today there's already enough tasks on there the things that really want to be done today are there equally well yeah all the things are are today so here's the list for today and this is then the to-do list an absolute minimum if you achieve all of these things you'll finish the day you'll feel good you feel content and you can go into the weekend feeling relaxed feeling happy knowing you're on top of your game and not worrying about not worrying about things you haven't done when you're at work you want to work and when you play you want to play don't go to the beach this is like a Jim Rowan mantra like don't go to the beach with your family sitting there thinking oh I should be at the office I should have done this piece of work you know it should really be getting on top of this xyz and equally when you're at work don't procrastinate and play you know don't sit there at work thinking oh I wish I wasn't doing this I'm just gonna like flick around here I'll send some messages or scroll through social media be very black and white like don't punish yourself because there's no value in it at all if you're at work work and if you don't feel like working don't half-arse it don't sit there twiddling your thumbs go and take a break go for a walk learn all the little tricks that get you motivated or just call it a day if you're tired you're not motivated things aren't urgent enough that you have to get them out the door go and take a break equally you need to pull the trigger like it is getting started that's the hard bit not actually uh doing the work when you're at work work when you play play and to finish each day like you feel like you've been productive highlight the things that create the list of the the minimum of the things that need to be done today write that down then that's your to-do list for the day that's the second point the third is then one thing you can do is you want to split your your tasks up like there's a there's a logic to how you go about your jobs if you were just to go to your default you'll do the easy jobs first email so-and-so uh take the trash out sharp order the stationary flick through books on amazon like if these sort of things are on your you know you'll do the trivial things first the reality is you want to do them in a slightly different order i'm going to go on to that in a minute to get see the wood from the trees before we start thinking about ordering the tasks one thing i'd encourage you to do is create a list of what i call quick fires so in my to-do list i'll write qf in front of tasks and i'll create a batch of quick fires so say for example today i've got uh 20 things on my to-do list there's 20 things on my to-do list i want to get done today i'll go through that and write qf next to probably seven of them or ten of them or maybe even 15 of them well i can't remember how many i said was on this say there's like 20 on there it's quite likely seven to ten of those will be quick fires qfs and what that does is that then groups in a group of tasks and it allows you to see the wood from the trees because these quick fire tasks are things that would take you say 5 10 15 minutes and you can quickly get them off the desk and what we're going to be looking for at some point today is some success triggers so success triggers are doing things that make you feel good getting things off the desk crossing things off the to-do list these success triggers make you feel good and when you get a quick fire session you can make a big dent quite early doors in this to-do list by doing a session on quick fires 90 minutes on uh quick fires so identify quick fires and you'll probably find that you can get through these in 90 minutes one of the top tips i'm going to give you is organize your day in 90 minute slots like your brain can't focus for more than 90 days you can't focus on one sort of strategy objective big chat oh sorry 90 minutes you can't focus on one strategy challenge big objective for more than 90 days there's a whole structure there's a really great book called the 12 week year where they talk about the the logic of the how the human brain works 90 minute sessions is about the best you want to do you know don't think locking yourself away to write a book uh for two days a week is gonna is gonna work that's like that is a real hard slog there's a price to pay for that a more logical way to do it is 90 minute sessions everything's 90 minute sessions and today you're gonna have a 90 minute quick fire session which enables you to rattle through a big chunk of the to-do list get those success sugars get you feeling good and get a huge chunk off the list so number three is the quick fires go through today's list identify the quick fires and know that you're going to have a 90 minute session and rattle through those and try and get those off the desk and that'll make you feel good the fourth fourth is what we call bpt so everybody has bpt and this is best prime time so my best prime time is in the morning i wake up i wake up feeling reasonably energetic i have to drag myself out of bed the same as everyone else but as long as i'm warm i'm well rested i'm not too dehydrated i've eaten well my body's clean i don't have a huge issue getting up in the morning i just have to wake up and get up the morning it for me is my best prime time within 15 minutes i've had my green tea i've had my water i'm starting to rehydrate maybe i'll do some exercises maybe i'll go for a walk but more often like this time of year in the winter probably not and get up in the morning is my best prime time i'm creative my brain works well i'm driven once i get started and i can do the real high value complex tasks other people will be so i'm an early bird other people will be night owls you know they come to life at night they're really slow in the morning it takes a while for their brain to defrost once the day's out of the way everybody else starts to slow down go to bed that's when they really come into their own it doesn't matter when yours is you just need to know when your best prime time is and this is basically when your brain has the most amount of energy you can focus you can be the be the most productive you can be the most creative you can focus on real deep work like real high value creative business development work to drive the business forward so identify when your best prime time is mine is in the morning yours might be in the evening it's unlikely it's during the day because the world just comes to get you you know after 9 10 a.m if you let it the business just come the world the business your friends your family your work your employees your team your customers they just come and get you and then it's not till probably four or five six o'clock that starts to slow down again my best prime time is in the morning and i take that to the next level where i have three days a week on business development so three days a week i don't check my email i don't take i don't have phone i don't take messages sporadically they're booked in for certain times during the day and i'm doing high value activity and most of my high value activity i move as early in the day as possible so this morning for example um so it's 5 5 a.m i started recording this podcast and this is creative it requires energy it requires thought it requires me being tuned into what i'm saying i do these sort of things in the morning and then as the day gets on my brain capacity like my energy is still fine you know i'm wide awake but my brain starts to tire my ability to go deep and be creative starts to wane it's like i the less mental capacity things take the further i push them into the the day so the best prime time for me is in the morning and that's where i put my creative things wherever it works for you is be strategic about when you do things don't do things don't put these things in order by your default would be to put these in order of how trivial they are and what you'll have is the easy quick the easy trivial twill your thumb stuff will be first like check email send to what's that message you know they'd be really early in the day um and then towards the day end of the day you would put your hot you know your chunkier tasks and then you probably end up although they're chunky and you were once excited about them and you want to get them done they're going to drive your business forward the reality is you'll leave until the end of the day and then they probably won't get done they're important not urgent they fall over to the next day and that you know that doesn't work so when i identify when's the best time for you so for example before i recorded this podcast i stacked up i stacked up some deals so we've got some deals at the moment uh through portfolio builder uh which is our portfolio building company and manor house developments which are development company and within the gold rush strategy this year so we're doing crest of the fast growth um large scale either in volume or value developments and we've got a number of deals on the table at the moment i've spent this morning looking at the finance options stacking a couple of the um opportunities that we've been presented this week and that's real high value real engaging like best prime time activity think about during the day when your best prime time is then we're going to schedule the workout this is the final step this is the workload so it's not the doing the work that's hard it's the starting so turn up reasonably easy doing the work reasonably easy it's that pulling the trigger and actually getting things started like think about a flywheel those of you that read good to great or think about a big concrete flywheel in the in the extreme it takes ages and loads of effort to get that thing going but once it's going it gets momentum it gets inertia and momentum breeds momentum you know right i'm doing this this is good i'm getting i'm feeling success triggers bang and we can scratch that off the list right i'm doing this next one we want to start to play a bit of a game with this but in order to do that we need to schedule the day out we need to know exactly what we're going to do when we're going to do it so we build some pressure we create some logic we create some order you can see what your day is going to be like and don't start it till it's finished you plan the whole day out either a week in advance you do your whole week or if like today for me is a mop the next day i want to make sure that before i start the day it's realistic i'm setting myself up for success and by the time i finish i'm going to feel good i'm really going to feel content i'm on top of my work and you know i'll finish friday and then be able to enjoy the weekend i'll be able to play when i'm playing and not worry about working when i'm playing you know play one play and work when i work so i'm going to schedule the day out and we're going to do is using that best prime time think about how long are these tasks going to do it's going to take you and i would suggest scheduling them out in a maximum of 90 minutes how long are they going to take which order should you put them in by best prime time and which of these are you going to have to go quite deep with which ones you're going to going to enjoy which ones are quite trivial and set your day out strategically to be to set yourself up for success not by which are the easiest tasks not by when do you you know you want to be strategic and setting them out so for me for example this morning will be big chunky 60 90 minute tasks take a lot of brain energy high value really drive the business forward this is going to be things like i've got our teams i've got all of our senior team members and i've got their 2020 for the new financial year from the first of april i've got all of their game of four quarters which is their objectives their targets for the year and for the quarter i'll be reviewing those this morning with good headspace real creativity it'll be absolutely game-changing for the team and for the business i'm doing things like that and then when we when we get later towards the end of the end of the day it's reviewing uh cvs for um new market for new marketing people it's more sort of it doesn't create a huge amount of um it doesn't take a huge amount of brain capacity or or i don't have to go hugely deep with that i can use when i'm running low on fumes i can still do those exercises without requiring the deep sort of concentration and focus of um my best prime time activity my cave time sessions things like that so we're going to schedule the day out in maximum 90 minute slots and be realistic about how long these things are going to take and then what you can do is you can see how long these things like if your to-do list is too big you will know before you've even started the day that it's too big so you don't start doing it and get disappointed at the end of the day you've overcooked it you set the day out and you can see right this is the time allow comfortable time to do it have breaks in there as well we're going to talk about that in a moment but have breaks in there as well and schedule the day out so right this is what my day looks like if i get all of this done that's going to be good and that's the time i'm finishing that's the time i'm starting that job that's time finishing that job this is the time i'm finishing the day so schedule the day out before you start it so it's very very clear what you're doing when you're doing it and and this is how you get shit done but it's it's not rocket science but it is a game and when you follow these steps it will make it a million times better for you a million times easier for you to get this out the door and it'll be a lot better for your business and your personal life it'll be a lot better for your business and your productivity when you're focusing on high value activity and you're getting stuff done the compound effect over this of this over weeks months years is you know really is significant and execution is everything that's what it all comes down to so a few top tips to finish the first is it's all a game like this is all a game and if you're self-employed you're an entrepreneur the challenge is you're the first person you'll let down is yourself you're responsible for yourself nobody else is really holding you accountable there's a whole thing we can do about raising the stakes but i'll save that for another podcast it's all a game so make a game out of it we want to create the to-do list highlight today's task plan it out put breaks in go to different venues so i'm going to do some work this morning on the boat and then i'm going to go off to the local hotel have a coffee there for a couple of hours do a bit of work there then i might go into town go for some nice lunch somewhere it's all a game so like gamify the process plan your day out put breaks in there change location get some exercise going to do some walking like it's all a game when are you going to be most productive when you're going to be least productive what are your high value tasks get a real balance of this quick fire session 90 minute quick fire session get those get those things off the desk so the first thing first top tip is it's all a game next one is like with cross with it's all a game as cross off as you go like success triggers you want to feel good about this we want to get the momentum we want to get get that inertia going once that flywheel's going it's like yeah i'm doing this this is progress it's gone green i'm loving this on google calendar i go from blue to green when the task is completed or blue to amber if i've started working on it and i'm waiting for somebody to come back to me or it's halfway done and it needs to be finished and as you start to see those things go green it looks good number things so for example on my quick fires or on my to-do list i'll number things as well to put them in order and then i'll color them in yellow and green as i go like cross things off as you go this is all a game and you want to you want to feel good if you want some accountability and next one is uh track your time so on property entrepreneur we we use a model called time tracker and we use a software called um toggle or clockify i actually use clockify i used to use toggle i actually use clockify now because it's completely free and what that does is it's during the day it tracks how long you're spending on tasks what projects they're part of you can tag them to what what part of the business so i have high value low value high business development business management business delivery and then i tag them to individual projects so for example we've got the march property entrepreneur workshop next week i know that i've spent 46 hours this month building out assets for that program building out slides setting the team up like i spent 46 hours on creating assets for that business you want to track how your time works this is really good for productivity because you start a task it's like right i've got 30 minutes to write a job description for a new marketing person you click you type in clockify right or you look at your calendar you got 30 minutes type in clockify list marketing role press start and now the time is going you are much less likely to sharpen pencils twiddle your thumbs play on facebook when the time is going and you should be doing a task and it's in your calendar you've only got 30 minutes to do it like it's all a game track tracking your time will help with your accountability or help with your productivity because you're tracking against yourself like this is again this is all a game i think people think that like i'm like a productivity machine that just gets up smashes it out the park high five strangers like bang bang let's do this let's do this it's highly strategic it's all a game we're all human so by default you want to be laying down eating shepherd's pie watching telly like if you were to allow yourself to go to the lowest default you know that that is where you would go naturally as a high performer you need to get these habits in and obviously they get easier getting up early if you're used to getting up at eight and you start getting up at five or you're starting up at six it's going to be really difficult for the first 28 days but when you're used to getting up at five the idea of getting up at five or even four or whatever time you want to get up it just becomes the new standard it gets easier all of these habits you know they are habits they're high performance habits we want to want to get these into you as soon as possible and time tracking is a really really good one for that it'll it'll help your productivity or it'll help your focus it will enable you to get shit done next we talked about this is uh maximum of 90 minutes so working 90 minute slots i don't think i'm setting out half a day to write this operations manual like in the winter we talk about doing systems and finance i'm going to spend 90 minutes doing this operations manual that is just not how this is going to work like maximum of 90 minutes to work on a task so like today i could have booked the whole day out for deal sourcing and stacking deals like that's just not a good use of my time 90 minutes this morning was enough for me to lock in load the spreadsheets up look at the sites go through right move you know it's like i'm against the clock i'm watching the time i'm being productive it's an absolute game changer so maximum of 90 minute sessions going off the grid as well like be realistic there's certain times in the week or the day where your team needs you your clients want to talk to you you need to be on receptive to phone calls emails whatever as you progress through your journey as an entrepreneur you will get more time so i have three days a week pretty much off the grid i check my uh messages at 10 o'clock 2 30 and um 4 30 so that's like the beginning of the day it's built around the different shifts that we have in the office so that everybody can get me when they need me and i check in at those times and it's fine people get the answers they need in a reasonable time frame i'm off the grid i'm on the boat i'm locked away i'm getting high value tasks done have times in your day when you're off the grid use the screen lock function on your phone you know my phone is locked from 7 p.m till 8 30 a.m and from that time it's locked i don't use the apps i don't pick it up i don't send messages i don't receive messages there's no there's no need to like getting up and checking your phone and social media first thing is like it's a habit and it's a really bad habit start getting you need you need sacred time in your diary start going off grid so at worst at minimum evening like one of our board members says from 8 a.m 8 p.m till 8 a.m his phone's in the drawer so everybody knows from 8 p.m till 8 a.m you can't get him on his phone that is not unreasonable there was a time when you didn't have immediate access to everybody you need it start to buy back your time at a minimum lock your phone off from a time in the evening to a time in the morning that's off the grid time it's good for your creativity it's good for your brain it lets you get deep it stops the adrenaline and the endorphins happening really early when you start flicking through stuff and i mean and it's i mean there's there's so many there's loads of things you can do here like equally triple tap your phone and turn the color filters on you like your phone in bright colors is so seductive it's such a distraction it's going to pull you away from being able to get focused on things my phone is for 98 percent of the time in black and white i put it in color when i need to do whatever edit artwork or look at artwork things like that but 95 97 percent of the time my phone's in black and white because then it's just functional it's logical it's it's non-seductive try and get yourself off grid as much as possible have times in your in your day your week where you're off the grid and by off the grid i mean no emails no phone no whatsapp it could be 8 8 p.m till 8 a.m as a minimum or it could be for example i have tuesday uh thursday and friday the days i'm off the grid i'm not in the office i'm not immediately available on messaging um i'm i'm locked in i'm working on the business i'm doing business development i'm creating assets i'm doing those things so whether it's a couple of hours or a to be able to do high value tasks and actually drive your business forward when you want to be getting shit done fridays i would recommend is a clear the decks day so a mop up day it doesn't matter how good you get this life gets in the way business gets in the way things come up and eight times out of ten you'll get to friday and there'll be things you should have done or wanted to do that you didn't get done leave friday as a buffer so i'll try and leave friday from midday onwards as clear the decks mop up day do all the things that you haven't had the chance to do or you intended to do uh in that time so i'm gonna when when i finish recording this podcast i'm going to be um doing exactly this exercise that i've shared with you for my friday to make sure that i finish the week exactly where i want to in a good place for the week ahead um plan on a sunday so this exercise doesn't need to be done on a daily basis we use a model called sunday sanity on property entrepreneur and every single property entrepreneur does it over 100 property entrepreneurs so we have 100 property entrepreneurs um across our three programs and on a sunday every single one of them posts on our facebook group on the thread their sunday sanity plan it might be one for another podcast or for those of you that are going to come on the program we'll share that with you there there's a very clear model we use to plan the week to make sure we get this compound effect of getting shit done pulling the trigger being highly productive actually executing and compounding this daily weekly monthly plan your week on a sunday is very very important be highly strategic be highly organized and set yourself up for success another one with regards to getting shit done is ask yourself questions in your journal if you don't have a journal um we don't actually sell them in a minute but i'm going to think keep an eye on the property entrepreneur website i'm going to try and sell uh make these journals available for you i've got one in front of me now i literally live in my journal and the property entrepreneur journal designed in a way that it facilitates your creativity get yourself a journal get yourself a pad in the mornings or on a sunday have a conversation with yourself like you want to get shit done don't just turn up and work don't you can't paint a canvas when you're running on the treadmill like sit down have a conversation with yourself right where are the businesses what's the highest value thing that i could be doing this week what things really require my attention if we're going to step change what do we need to do what things are we doing badly what things are we not doing at all what things do we need to do well have a conversation with yourself and understand where you are you want to be highly strategic about the things that you're doing so for example wednesday i did a jerk so 26th of february where are we i did a page on where are we and i listed all of our companies and i rated them out of 10 and i wrote a list of all the things that they need to be focused on or where they are like good things and bad things and then i highlighted what is the key what are the top three things that need to be done for each business right now and now i'm looking at that and i can see in highlighted green the things the businesses do need to do and you won't be surprised to learn that the things that are making it onto my to-do list are the top three things that need to be done for each of the businesses and then when i'm scheduling this in on sunday for when i'm going to do it next week it'll be on the three days that i'm working on the business not in the business the three days that i'm off the grid that i'm being strategic my best prime time is where i'll be doing these things and pushing the business forward so ask yourself questions be strategic get into the conversation get into the habit of reflecting ray dalio talks about the feedback loop like you need to be having conversations with yourself you need to understand where you are you need to be highly strategic about what we're doing moving forward and then probably finally just to finish is at high value volume like there's some tasks which you do which are high volume and it's very easy for you to feel busy it's quite likely you do high volume tasks you feel busy and get to the end of the day and someone says how's your day and you're like oh my god it was mental and what you're doing is you're you're mistaking uh you're mistaking activity for progress i could be busy all day in my inbox on whatsapp on slack sending messages sending emails flicking through stuff i could be busy that's activity and it's needed you know i spend two days a week on activity i spend two days a week in the business managing the senior team helping them with their recruitment helping them with their leadership and management of their team helping them create assets helping them deliver their strategies but i spend two days a week on business delivery and business management allowing the business like helping the business to move forward and that's still high value but don't mistake activity for progress like being busy is not always a good thing in fact being busy is not a good thing being productive is a good thing don't be a busy fool you know don't mistake activity for progress don't think running around busy all day is is great really start to track how much time you're working on the business rather than in it how much time you spend on business development or business management rather than business delivery how much time are you driving this thing forward because success and failure both very very predictable you need to understand what tasks are required of you in your business to drive the business forward and then you need to be highly strategic highly organized highly productive to pull the trigger pull the trigger get your head down actually execute and it's that how you get shit done do that on a daily weekly monthly basis it will compound and allow your business to step change it will keep it moving forward but the you know the difference between those of us that that progress well and those of us that don't isn't necessarily that we know more than others it isn't necessarily that we've got the secret algorithm it isn't necessarily that we've got more resource than others the difference between those that make it and those that don't those that fly out the traps and those that struggle to get started is that they can see what they need to do they can be productive in their planning and they actually know how to follow these five steps how to pull the trigger and i wish you all the very best of luck in using this to get shit done thank you for listening to the official property entrepreneur podcast trust found value and insight in the topics discussed and as always very much welcome your comments feedback and any suggested guests or topics you would like us to consider please give us a review and let us know what you think follow me on social media daniel hit on facebook property entrepreneur on instagram and youtube and if you'd like to hear more please share subscribe and look forward to seeing you on the next one