**PEP 99 Edited\_Transcription**

[Daniel Hill] (0:06 - 26:15)

Welcome to the official property entrepreneur podcast with myself Daniel Hill. We are now ranked top 10 in the UK for all business entrepreneurship podcasts. Last year we were ranked the seventh top property podcast and every month we are ranked in the top 5% of all podcasts around the world by download.

Thank you to everybody who shares, subscribes and supports this podcast. It is literally my life's work in simple blueprints broken down to enable you to achieve everything you want in wealth, health and life by design. I hope you enjoy this next episode and if you're not already joined one of our exclusive and private VIP WhatsApp groups, check out the show notes, come join the party and I'll look forward to seeing you in there.

Success and failure are both very, very predictable. Let's get into it. Are you overwhelmed?

Whether you are a parent, an entrepreneur, a self-employed or employed individual, there will be times in your day, week, month or life where your tasks far exceed the amount of time you have. Now whether you're great at planning or you're rubbish at it, it doesn't matter because curve balls will hit you and you'll have that afternoon, that day or that week where you're completely overwhelmed and you're so busy you end up actually doing nothing. There is one productivity hack that I've been teaching for eight years and using in my day to day business and life to overcome this challenge.

In this podcast, I'm going to teach you the life saving productivity hack of hotspotting to in 30 seconds, get out of a place of panic where you can't see the wood from the trees to having a clear plan of action of how to get out of it. This is hotspotting, it will solve your overwhelm and I hope that you enjoy. Hello, hello and welcome to the next episode of the official Property Entrepreneur podcast.

It's Tuesday, it's time for the next episode and today we're going to be doing an absolute game changer, which is a quick life hack for high performers who get overwhelmed and can't see the wood from the trees. I was chatting to a really good friend and property entrepreneur of mine recently and he was recalling how this one practice has been a fundamental game changer for him over the years and having been seven or eight years since I introduced him to it, he still uses it today and recommended I actually did a podcast to share it with you to put this into practice. Now, what we're going to cover today is a thing called hotspotting.

Hotspotting is the single get agile free card, it's the hack that you need when the proverbial hits the fan, when you can't see the wood from the trees, you're overwhelmed and you can't get things done and this is going to be an absolute saviour for you to have in your back pocket in that moment of need. Now it is approaching the end of summer now and we had the end of year awards on Property Entrepreneur, no doubt you saw some of your friends, colleagues, people on social media who would have won awards, been on stage, taken titles, runners up, some amazing, amazing presentations this year across the programs and always really inspirational just to hear what people are doing. I know it's easy to get carried away with business, property, investment and for people to feel like this is all about money, targets, things like that.

But Property Entrepreneur is a lot more than that. It's about life by design, for some people that's more money, for some people that's more time, for others it's just having a lifestyle that they've craved for years and having been overworked, underpaid, in their business or in employment, the aim of the game as an entrepreneur is to achieve financial independence and have enough money coming in each month to pay for your lifestyle, whether that's £30,000 a year or £1,000,000 a year, to pay for it without having to worry, take money off the table and it's just been game changing to see so many life-changing results on the program. Equally for me, I live, walk, talk, breathe this stuff and I've been doing this for 19 years, 20 years this year and I've been teaching it for a decade this year.

We're kicking off our 10th year program on the 7th of October. If you've not already secured a place and you're interested, feel free to drop an email into the office and we can book a call to see if Property Entrepreneur is right for you and if you're right for Property Entrepreneur. The email you want to send it to is bianca.o'connor at property-entrepreneur.co.uk, so bianca.o'connor at property-entrepreneur.co.uk or go on the website and send us a message through there and we can book a call and speak to one of the teams, see if it's right for you. In October, we start the new year and we'll be going into the new cycle. What we do here is it's all about strategy. It's about getting introspective.

It's about looking for the next chapter. What do we want more of? What do we want less of?

What do we want to keep? We spend three months on that and we're still in the final stretch of summer and even now that is starting to play out for me. We've had the end of our summer season, starting to tail off and going into autumn, there's a lot of big game changers coming in for me, some real game-changing realizations.

You've heard some of my recent podcasts about things like the meaning of life, about my end-of-year presentation and my year of searching and I'm really grateful, really fortunate to actually recently have started to have some real game-changers land and started to get a view on what the next stage of the journey looks like for me. Really excited about that, but that's not for another four weeks and we've got four weeks of summer left. I'm going to share hotspotting with you, which is the single most powerful tool you can use in the heat of summer, in the heat of madness, when the world seems to be going crazy around you and you can't see the wood from the trees.

This is the thing that will get you out of that hole and back in the game. So, hotspotting. The first point to note here is that of course the best prevention is always, the best cure, sorry, is always prevention.

Prevention is the best cure. If we can stop overwhelm from happening and we can stop becoming too busy and we can stop drowning in our to-do list, that's always the first cure and we use things like Top Ten, we use Sunday Sanity and I'll do some other podcasts in due course around productivity and planning and you can actually go back and listen to a podcast episode called Get Shit Done and it talks about the blueprint that we teach, the blueprint that I personally use to get my work done, be organized, be effective, be efficient, be productive, not mistake activity for progress and that's a blueprint. That's one of the blueprints we use and it'll do you really, really well.

That is all about, one of the things we talk about in Property Entrepreneur is you want to remove panic. We all have panic as entrepreneurs, busy people, high performers, high achievers. Remove panic with planning and that's Get Shit Done blueprint, being organized, being productive and also replace chaos with clarity.

So planning removes panic and that is a proactive activity about being productive with your time and organizing your time and your tasks effectively. Removing chaos with clarity is all about getting yourself out of the hole. So basically, it doesn't matter how organized you are, how well you do your top 10, how good your Sunday sanity is, you get it all planned out, you're ready for battle and then you get halfway through the week and a curve ball lands on your desk.

A builder walks off site, an investor pulls out, a family member or a child gets ill and somehow you lose a couple of hours, half a day, a couple of days and that curve ball as a high performer throws you completely off track. You get behind, your workload is all over the place, you don't know where to look and not only is this not efficient and effective because you're not organized, it overwhelms you, you feel panicked, you feel like you can't see the wood from the trees. Also being overwhelmed and panicked actually enables you to do less.

Have you ever sat there and thought, I'm so busy, I can't actually do anything and you actually end up, I'm so busy, I'm not going to do anything or I'm so busy, I'm going to procrastinate or there's so much to do, I better have a quick look on Facebook or Instagram. You can get to a point where you're so overwhelmed, actually there's so much more to do than normal but actually you end up doing even less, which is not great at all. So you get hit with this curve ball, the planning has all gone out the window and you need to get out of jail for your card and this is hotspotting.

This will be a quick one for you today, nice, easy, quick win and when you find yourself in that space, you can't see the wood from the trees, we hotspot. Now you're going to have to sort of visualize this as a recorded podcast, audio podcast and think about what I'm going to explain here. So what we do is you've got a business over there, you've got a property development over there, you've got a family over there, you've got a job over here, you've got a million things going on, you can't see the wood from the trees.

The reality is you've got more jobs than you have time. So trying to think that you've got to do all of this in one sitting is going to set you up for failure. What we do instead is say, right, I've only got, I'm only human, I don't want to procrastinate, I don't want to just close the laptop and think, do you know what, I'll go, I'll put it off till tomorrow, I want to get through this and I want to make the most of the time I have got to work but I've got to see the wood from the trees, so how do I do this?

So what we do is we think, right, well, I've got this time now to do this work, I need to figure out of all these people that need my time, of all these tasks that need my attention, of all these projects, to-dos, emails, WhatsApps that are going on, how do I actually figure out what to do now? Ironically, before I even planned doing this podcast, I literally did this. So it's approaching the end of the day, I've had a couple of curveballs last couple of days, my work is getting on top of me and I'm thinking, right, before I finish today, what are the three things I need to do?

And then what I've got now is, so I've got my calendar, I've got my daily to-do list, I've got a pad, I've got a couple of notes, I've got all the stuff that needs to be done. But now, because I did this exercise before I recorded this podcast, I know that I've got three tasks left to do today. When they're done, that's the amount of time, they're the tasks, I can cross them off, list finished, laptop closed, great, solid end to the day.

The alternative would be, oh, I'm so overwhelmed, I've got so much to do, I'm too busy, do you know what? I'm just going to call it a day, start again tomorrow. So I actually did hotspotting just by default, but just automatically because I've been doing it for a long time.

And this is what I want you to be able to do the same, whether it's at the end of the day, the beginning of the day, in the heat of battle, whenever. So what you're going to do is we're going to prioritize. And you've got to-do lists, notes on your phone, WhatsApp messages, phone calls to return, emails, all this stuff going on.

You're going to get a piece of paper and you're going to hotspot. And what we do is get a piece of paper and a pen, and you draw three circles. If you imagine a triangle with a flat base at the top, like a piece of Toblerone, flat piece at the bottom, the point going up to the top like a pyramid.

And don't actually draw a triangle, but draw a circle at the top, one big in the middle, and then one on the bottom right-hand side of the triangle, exactly the same size, exactly the same shape, and then one bottom left. And what you end up with is a piece of paper with three circles on, one at the top and two at the bottom. If there was a triangle, there would be one in each corner, but there's not, just three circles.

Then what we're going to say is, I'm only human, there's only so much I can do, I can't do everything, I can't go back to everyone today, but I can do something. And it would make sense for me to do the highest value tasks and the highest priority tasks rather than focus on, oh, I need to order some new pens, I need to sharpen some pencils, I need to check my Facebook account and do the trivial stuff that's a waste of everyone's time. So what you do then is say, right, based on everything that I've got going on in my life, in my business, on my desk at the minute, what are the three most important things that need to be addressed?

And then what we do is we write that in each of these circles at the top. So at the top of each circle, we write what are those three most important things. You might say, right, well, for me, if this was me today, I'd be like, right, I've got a book that I'm launching, so Karma Credits comes out on the 7th of October, keep your ears peeled, because it's going to be available for pre-orders on Amazon very soon.

7th of October, Karma Credits coming out, and if it's going to get to the publishers in time and make the launch date, it has to go off today with artwork, copywriting, all done. That's one of my priorities today. So at the top of that circle, I'm writing Karma Credits or the book, that's one of them.

The second is I've got a podcast to record. So I need to record this podcast today, it's got to be recorded today in order to go to the team, production, artwork, scheduling to get it out, can't be done tomorrow, has to be done today, podcast number two. And then the third is I've had a couple of days darting around in meetings, on the road, and my WhatsApp messages are getting a little bit on top of me, and it's the end of the day, I can't sit down and do a huge high-value thing right now, but it would give me a huge clean plate for tomorrow if I have a clear WhatsApp inbox, because I'm not leaving people waiting unnecessarily, I don't have to start the day thinking, oh, I've got all those messages to go back to. It'd be good, easy, quick win to finish off the day, and that would be my third one, because it's reasonably, takes a very low, a reasonable low level of concentration, I can just flick for it, go for a walk, get it cleared.

They're my three highest priorities. So do that for yours and say, right, today, these are the three biggest project, the plan's gone out the window, the to-do list's in the bin, the calendar, the inboxes are going crazy. What are the three highest things I need to look at?

And you might be right, one is a development, I've got to get on top of this development, people are waiting for me, it's costing me money, whatever you're going to call it, the high street is one. Second might be, whatever, like I said, a book or recording a podcast, something like that. So you write those three things, and they are the three priorities, they are the three most valuable tasks that you need to do today, and then what we say is, my time's not going to allow me to do anything more than that.

So what you do is just park all of that and say, right, today, this is all I'm doing, getting on top of this, and then job done. So you say, right, they're my three hotspots, everything else, just park, put it away, hide it under a book, close your journal, whatever, get it out of the way, these are the three things I'm focusing on today, and I need to get these out the door. Okay, so just jumping in to make sure you've got all the information you need.

If you've not already listened to the official Property Entrepreneur podcast episode called Recession is Coming, I would highly recommend going back and listening to it after this episode, where it explains what we expect to happen in the UK property market during the 12 to 18 months ahead. We're now three months in, and we are absolutely bang on the money with the forecast to date. Go back and listen to that, get up to speed.

And if you've not already downloaded the Boom or Bust report, we've published an eight-page report talking about why recession is coming, the five things you need to do, and you can download it for free at www.boomorbust.co.uk, and you can download that completely for free. It has the five actions that I'm taking, I would recommend you take, and it will align perfectly with the Recession is Coming podcast episode a few weeks back. Back to this episode.

So then what you do is right underneath each of those titles, all of the things you need to do to get it done. So right, I need to do the book. So right, what do I need to do to do the book?

I need to review the artwork for the front cover. I need to look at some alternative cover designs that I could choose. I need to go back with feedback.

I need to proofread the copy for the book. I need to do the dedication to go at the front, and I need to get all of that off to my EA to make sure she can get that done and get it off to the publishers. The podcast, I need to decide what title I'm going to do.

I need to plan out the structure. I need to make my notes. I need to set up the studio.

I need to record it, and then I need to send it off to the team. WhatsApp messages, I need to go in there, take any messages out of there that have got actionables and add them and schedule those into the calendar to be added as a large task. And then anything that can be dealt with in less than two minutes, I need to rattle through, answer them all, respond to them all, and then job done.

So what you end up with then is three projects, your three hotspots, the three biggest priorities for the end of the day, or this afternoon, or the whole of today to get it done. They're the three priorities, and then underneath each of those, you've got the tasks that you need to do them, and then if you've not already listened to the Get Shit Done podcast, which is about remove panic with planning and basically get shit done, you then prioritize each of these tasks. So you could look at that and say, right, well, it's going to be unrealistic for me to do all of project one, then all of project two, then all of project three, because things don't work in that order, or I've got to send that, wait for someone to come back to me, and then do X, Y, Z.

So what we do is say, right, these are my three hotspots. These are my three priorities, one, two, and three. There's a number of actionables underneath there.

It's unlikely they can all be done in logical order. So hotspot one, one to six, done, then hotspot two, one to five, done, and then hotspots three. It's unlikely you're going to do it like that.

So then what you do is you number them and say, right, in either priority order of urgency or in logical order of, do you know what? The first thing I'm going to do is send an email to the publisher to say, can you please send me the dimensions for the book or the color scheme the book has to be in, something like that, because I can't do the other tasks until that comes in. Now, if I did hotspot two and then hotspot three, and then came back to hotspot one and tried to start doing the front page design, but haven't got that information, then it would have been like, oh, I wish I'd have asked for that yesterday or this morning, or three hours ago rather than now, because now I can't do it.

So then you just have to think logically, and this is both replacing chaos with clarity. The clarity is these are the three hotspots, and also panic with planning. So say, right, across these three hotspots, hotspot one has six to do's, hotspot two has five to do's, and hotspot three has eight to do's.

What I'm going to do now is I'm going to number these and say, right, well, in priority order of which of these to do's I'm going to do, so in total there's six, five, let's just say for round numbers four, that's 15 tasks in total. Number one, I'm going to get that out the door. So by the time I get around to the other point on there, that's come back.

So that's number one. Then I'm going to jump over to hotspot number two, and I'm going to do this as the second task. Then I'm going to do three as the third task, and what you do is you number those 15 tasks in order of what you're going to do.

So it gives you complete planning over the priorities, removes the panic, and the three hotspots give you the clarity from the chaos, so you can see what you're doing. So the other way around, really. Remove the chaos with clarity.

These are the three priorities I need to deal with now. Everything else can wait. That's not urgent.

Then I'm going to plan out, there's 15 tasks across the three hotspots, I'm going to plan out what order I'm going to do them in, one, two, three, four, five, six, seven, eight, nine, 10, number them all out, and then say, right, excellent. Turn the phones off, close the laptop, get rid of the to-do lists, all of that can wait until tomorrow. This is what I'm doing now, and it's like, bang, let's get it done.

So task one, right, send this, right, excellent, cross it out, like physically cross it out, make yourself feel good. Yes, right, we're moving now. Two, jump over to two, I'll do that, by the time I get round to this hotspot again, number two would have come back.

So I'm going to jump over to hotspot three now, do number three, number four, number five. Now I'm going to go back to hotspot one, do number six, number seven, over to hotspot two, number eight, and it just puts you, it uses every productivity hack, every mindset trick, every fire up the flywheel, overwhelm, procrastination tactic you need to get you out of a place where you're so busy you feel like doing nothing, into a point where you know exactly what you've got to do, you know what order you've got to do it in, and then you use those success triggers of one, bang, cross it out, yes, two, bang, cross it out. I'll tell you what I'm going to do, I'm going to do three, four, and five, then I'm going to go and get a sandwich, I'm going to have a break for 15 minutes, have a chat to my partner, walk the dogs, have a coffee, watch a YouTube video, whatever, I'm going to work by reward. Right, so when I get to five, I'm going to get that.

So right, two, bang, three, bang, four, bang, right, one more, and then I can have lunch, five, bang, done, excellent, right, I'm going for a break. Get your break done, have a little chill out, a little recharge, check your phone if you're on, right, I'm going back in now, back in, six, seven, eight, nine, ten. And this little practice will be your get out of jail free cards, your oxygen mask when you get stuck, it will remove the chaos, it will remove the chaos and clear the chaos by giving you clarity of what needs to be done, and then also when you get that plan in place, here's the three hot spots, here's the tasks, here's the priority order, it removes the panic, gives you the planning, head down, get shit done, follow the blueprint, and the world is back in the game. And then organically, you'll get back in the game, you can repeat it the next day if you need to, and then eventually you can remove hot spotting after an hour, an afternoon, a day, get back to the scheduling, you know, to-do lists, planning your schedule, Sunday sanity, top ten, and you're back on the tracks, ready to rumble again for the next week, two weeks, three weeks, until the proverbial hits the fan, you're back in panic and crisis mode, and you need to hot spot again. A little top tip to finish would be, when you want to hot spot, is go somewhere else to do it.

If you're sitting in your desk and you're so overwhelmed, go for a walk, walk to a cafe, I used to do this in the barbers, if I was overwhelmed, I would go to the barbers, sit there for like half hour, 45 minutes, clear my head while I'm waiting to get my hair cut, sit there and be like, right, what is, I've got so much on, I don't feel like doing anything, what are the three biggest things, three big circles, what are the three biggest things, one, two, three, what are the tasks, what's the order, ready to rumble, bang, bang, bang, and before I'd know it, after an afternoon or a couple of hours or a day of hot spotting, I'm back in the room, I'm back in the game, and I'm back to Sunday sanity, planning, removing panic, preventing panic with planning, and back in my beast mode, high productivity, routine, schedule, rhythm to my day. Hopefully get value from that, and put it into practice, give it a test, it's just such a good way to see the wood from the trees, I came up with that probably about eight years ago, and I use it on an annual basis, probably more so in the summer, definitely, than I do any other time, as do the people that I've taught it to over the years, and as we enter the last four weeks of summer, I'm sure kids going back to school, end of the championship season, end of the sales campaign, growth campaign, whatever you're doing, you're gonna have loads going on, and that would be a great one to get you out of the stick, back in the game, and full steam ahead.

Success and failure are both very, very predictable, so hopefully that gives you what you need in your moment of productivity and overwhelmed crisis. Join us again next Tuesday for the next Official Property Entrepreneur podcast, and if you haven't already subscribed to the podcast, please do, so you get the episode every Tuesday. To those of you that share these episodes in your WhatsApp groups, your Facebook groups, your friends, your family, your business partners, people that you think will benefit from this, really appreciate it, and I hope they're getting the same value.

If you know someone who'd want this one, feel free to send it their direction, and then if you do get a spare 30 seconds at the end of this podcast, and could leave us a little rating and a review, it would be hugely appreciated as we head into the autumn, get ready to level up the Official Property Entrepreneur podcast to the next level. Thank you for your ongoing support. I hope the championship season's doing you well, and best of luck with hot-spotting and putting it into practice.

I hope you enjoyed this episode of the Official Property Entrepreneur podcast. If you are not already subscribed, click subscribe now to make sure you never miss an episode again. If you're not already following me on social media, Instagram is propertyentrepreneur underscore, Facebook is Dan Hill, and if you're not already in the Official Property Entrepreneur community on Facebook, there's over 8,500 of us in there now, join that group, and if you're not in one of the private WhatsApp groups, maximum of 20 people in each group, in the show notes, type VIP podcast and send it to the number that's in the show notes on WhatsApp, and we'll get you added to one of the private VIP WhatsApp groups where you can request your own podcast.

It'll be dedicated to you and your business, and every Tuesday I'm in there answering questions, giving you one-to-one direct support, and we don't know how long we're going to keep these open for. Success and failure are both very predictable. I will see you on the next episode.