

# 8 Essential Productivity Tips for the Busy Entrepreneur

You can get more work done in less time if you maximize your efforts with these tips.



- ☐ 1. Use Time Blocks -- Know When You're Most Productive
- ☐ 2. Implement Accountability
- ☐ 3. Don't Multitask
- ☐ 4. Cut Out Distractions
- ☐ 5. Learn the Power of No
- ☐ 6. Make Lists
- ☐ 7. Delegate
- ☐ 8. Unplug