



# PRODUCTIVITY WORKBOOK

[workingwithdog.com](http://workingwithdog.com)



working *with* dog.



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workingwithdog.com

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## IDENTIFYING YOUR PRODUCTIVITY CHALLENGES

Do you constantly feel like there's not enough time, waaaaaay too much to do and have no idea how to get everything done you need to? Don't worry. This challenge is all about identifying your productivity blockers and giving you the tools (both literal and figurative) to get shit done.

**Here's how:**

Think about your time challenges. Do you constantly feel overwhelmed with so much to do? Have no idea where all your time goes? Struggle with knowing what to hand off, or even keeping track of all that needs to get done? Write a bit about it:

Take our Understanding Your Blockers quiz and track your answers on the score card on the next pages.

**TAKE THE QUIZ**

[workingwithdog.com /productivity-quiz-understanding-your-blockers/](https://workingwithdog.com/productivity-quiz-understanding-your-blockers/)





## Understanding Your Blockers Scorecard

Y      N

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you struggle to ever feel accomplished at the end of a day, no matter how many items on your list you've ticked off, because there is just ALWAYS more to do?     |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you stay awake worrying about your To Do list?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you feel like the day gets away from you alot?  |
| <input type="checkbox"/> | <input type="checkbox"/> | When people give you ideas of ways you can improve your business, do you find yourself getting really defensive or angry?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you frequently get to the end of the day and like nothing got done?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you long for someone to help in your business day-to-day, but despite how badly you want them, you avoid taking any steps to go out and find someone?             |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you wake up at night thinking about bills that are due soon, and take mental calculations of how much money is coming in and when you can be sure you'll have it? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have To Do lists everywhere?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it hard for you to find joy in your days because you're mired in guilt about all the things that need to be done and/or all the bills that need to be paid?       |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you often feel exhausted thinking about that one.more.thing that needs doing TODAY?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does it feel like your time is not your own?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you struggle to create anything new because the idea of putting it out there and having people judge it/you is just too terrifying?                               |





## Understanding Your Blockers Scorecard contd...

Y      N

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are there essential, simple tasks you KNOW need to be done but you just can't face them so you do tons of meaningless stuff instead?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you struggle with feelings of serious overwhelm on a daily or weekly basis?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you feel like you're constantly moving from one "fire" to the next?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you nervous to share in groups or ask for help because you feel like everyone else is so much further along than you?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you feel like there's so much to remember that you're constantly forgetting something?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have trouble understanding where you're spending time and how to get time back?   |
| <input type="checkbox"/> | <input type="checkbox"/> | When friends or family members ask you to participate in spontaneous activities like a lunch out, or happy hour or weekend away is your automatic response (or feeling) 'I can't, I've got too much work to do'. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you feel like no matter how much uninterrupted time you have to work in a day, it's never enough?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you continuously try new apps or tools or courses to get organized or save time, but then don't actually take time to learn how to use them and put them into action?   |

Add up the answers you said 'yes' to and give yourself one point per yes-answered \_\_\_\_\_





## TAKING THE CHALLENGE (AND THE PLUNGE)

### Did you score Above 12?

Move on to Nichole's Mindset Challenge this month and your head and heart aligned

MINDSET CHALLENGE

[workingwithdog.com/productivity-gsd-challenge-mindset/](https://workingwithdog.com/productivity-gsd-challenge-mindset/)

### Did you score Below 8?

Move on to Jane's Time Management Challenge this month and get those skills and tools in place

TIME MANAGEMENT  
CHALLENGE

[workingwithdog.com/productivity-gsd-challenge-time-management/](https://workingwithdog.com/productivity-gsd-challenge-time-management/)

### Did you score between the two?

Lucky you! Take a peek at both of the above challenges and pick for yourself which one you want to take on this month.

Jump to Nic or Jane's challenge associated with your score and the individual tools or exercises identified in each, then PICK ONE to try







## THE PRODUCTIVITY MINDSET CHALLENGE

Q1. Which challenge will you accept?

Q2. What's your start date?

Q3. What do you expect to find?

Q4. Steps you'll take to keep on-course





## CHECKLIST FOR SUCCESS



### Rituals

Be sure to add small little self-care rituals wherever possible.



### Listen to yourself

If you feel like taking a walk, taking a bath, doing some reading or going for a coffee then make sure you do it!



### Indulge your whims

The world's not going to fall apart if you indulge in your whims for a week :) Notice though - you want to be indulging helpful whims (things that make you feel good)



### Keep problematic whims to a minimum

Be careful about using food, alcohol, sugar or spending money as your indulgences. Keep those to a minimum as they can often have undesirable side effects.



### Affirmation and Actions

Make a regular habit of repeating your affirmations and then taking action!







## THE PRODUCTIVITY TIME MANAGEMENT CHALLENGE

Q1. Which challenge will you accept?

Q2. Which tool will you be using to help?

Q3. What's your start date?

Q4. What do you expect to find?

Q5. Steps you'll take to keep on-course



## CHECKLIST FOR SUCCESS



### **Prepare for Success**

Don't just pick a strategy and dive in tomorrow. No... plan for your start and your finish! You need to commit to 30 days, no-matter-what mentality. Pick a day within the next week or two to begin. Make sure you aren't trying other "new" stuff too. Just this one new habit for now.



### **Print the workbook or treat yourself to a brand new journal**

One place completely devoted to recording your thoughts, breakthroughs and responses to your new tool.



### **Learn the software**

If you are using a new program like Evernote or Toggl, make sure you understand its features. You can avoid a lot of frustration by learning the tool before the challenge. Consider doing a practice day just to get a feel for the functions.



### **Start on your start day**

Do not, under any circumstances, put off your previously agreed upon start date. By picking it ahead of time, you made a promise. And if you don't start when you said you would, you will add stress to yourself because you broke an agreement, a contract, a promise you made to yourself.





## CHECKLIST FOR SUCCESS contd...



### Journal every night

Reflection and self-assessment is crucial to the success of this 30-day challenge. It's not about being perfect but it is about being honest. Understand how you behave and compare it to how you want to behave to smash your goals!



### Share your findings with the community

Hitting an obstacle? Uncovering something you didn't expect? Share it with the Working With Dog community! We're in this together and who better to help you work through challenges?



### Finish at the 30 day mark

These tools are for assessment. They are not meant to go on forever...unless you garner great value from it. Think of this 30-day challenge as a way of accurately seeing yourself.





## 30 DAY JOURNAL

Q1. Did you accept the challenge today?

Q2. What happened?

Q3. What surprised you or do you want to remember?





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## LESSONS LEARNED AND NEXT STEPS

Congrats! You've completed your first productivity challenge, you rockstar you! Now it's time to take what you learned and put it into action. Review your journal:

*What stands out?*

*What surprised you?*

*What will you do differently from now on?*

Still feeling like you're facing a productivity challenge? No problem! Go back and pick another challenge. The more productivity challenges you complete the easier it'll be to get shit done and off your plate in the future!







## We help petpreneurs

Find freedom & fulfilment by building brands instead of just businesses... We help make marketing easier, more effective and \*gasp\* maybe even fun...

We created Working with Dog, the Official Club for Petpreneurs, to be a safe, supportive space for you to do exactly that...

## Meet Nic.



My name is Nichole, but you can call me Nic. I believe that entrepreneurs find freedom by building brands instead of just businesses – so I help petpreneurs build successful brands that support the life of their dreams. I have a Masters in Marketing and a decade of practical experience creating and growing pet brands, including 'Dog is Good' which I co-founded in 2007. As a graphic designer, commercial pet photographer, and marketing strategist I have had the opportunity to help solopreneurs and billion dollar brands alike launch, and grow. My book 'Million Dollar Dog Brand' is the essential guide for entrepreneurs who want to build a profitable, sustainable business in the pet industry.

## Meet Jane.



Jane's been rocking it out in the pet industry for 16+ years, leading content strategy and marketing as Former Editor-in-Chief of Pet Health Network, Senior Producer at Petfinder.com, Founder of AdvoCats (and Dogs, Too!) and with many other leading pet brands like Animal Planet, Petco and more. As President of 'cause Digital Marketing and new co-owner of Working with Dog, she specializes in helping pet businesses large and small focus on achieving their marketing results, so they can focus on what matters--helping pet parents celebrate and take the best care of their pets.

## We are here to help.

Together with our team, work hard to ensure **that we produce and share this kind of crazy valuable stuff in Working with Dog, the Official Club for Petpreneurs like you.** If you have specific topics, needs, questions or ideas for future Marketing Genius content - we'd love to hear it! Get in touch at: [hello@workingwithdog.com](mailto:hello@workingwithdog.com)

WANT MORE? CHECK OUT THE PREMIUM PRODUCTIVITY CONTENT

<http://bit.ly/o6productivity>