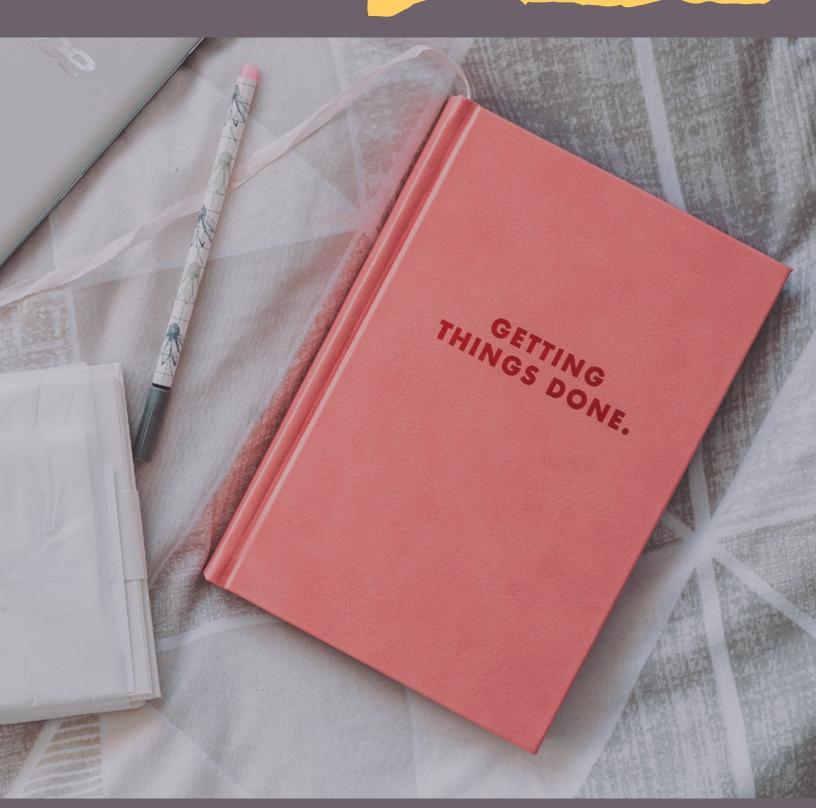


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#### 30 DAYS OF PRODUCTIVITY

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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 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 OUIZ

workingwithdog.com /productivity-quiz-understanding-your-blockers/





### **Understanding Your Blockers Scorecard**

Υ	Ν	
		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?
		Do you stay awake worrying about your To Do list?
		Do you feel like the day gets away from you alot?
		When people give you ideas of ways you can improve your business, do you find yourself getting really defensive or angry?
		Do you frequently get to the end of the day and like nothing got done?
		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?
		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?
		Do you have To Do lists everywhere?
		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?
		Do you often feel exhausted thinking about that one more thing that needs doing TODAY?
		Does it feel like your time is not your own?
		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...**

Υ	Ν	
		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?
		Do you struggle with feelings of serious overwhelm on a daily or weekly basis?
		Do you feel like you're constantly moving from one "fire" to the next?
		Are you nervous to share in groups or ask for help because you feel like everyone else is so much further along than you?
		Do you feel like there's so much to remember that you're constantly forgetting something?
		Do you have trouble understanding where you're spending time and how to get time back?
		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'.
		Do you feel like no matter how much uninterrupted time you have to work in a day, it's never enough?
		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	un the a	answers you said 'ves' to and give yourself one point per ves-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/

#### 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/

#### 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 problamatic 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!





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

# PRODUCTIVITY WORKBOOK



## 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?



### 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 comletely 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.	





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#### **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 foreverunless 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?







### **30 DAY JOURNAL**

Q1. Did you accept the challenge today?

Q2. What happened?

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







### **30 DAY JOURNAL**

Q1. Did you accept the challenge today?

Q2. What happened?

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







### LESSONS LEARNED AND NEXT STEPS

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

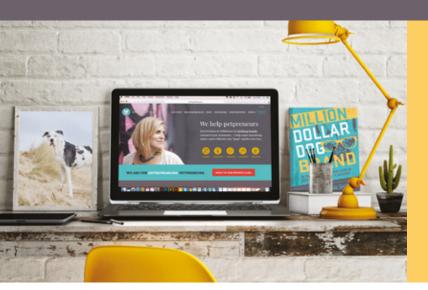
What stands out?

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 <u>building brands</u> 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