

# EXPLORE YOUR ENTHUSIASM

## EPISODE 69: A SNEAK PEEK AT GET MORE DONE.

If you are listening to this as soon as it's released, on August 19th 2015 ... first of all, thank you! You're awesome. Secondly, if it's between 9am and 4pm PST, go to [CreativeLIVE.com](http://CreativeLIVE.com) right now and click "watch live!" and you'll be able to watch me teach! Live!

If you're not listening RIGHT at that moment, I wanted to give you a sneak peek at what I'm teaching, so that you can start to have a more productive day RIGHT NOW. If you like what you hear, you can purchase the class at [TaraSwiger.com/time](http://TaraSwiger.com/time) and get anytime access to over 5 hours of videos, the full 20+ page workbook, and a discount to Lift Off!

Imagine that it's the end of your workday. You close your computer, walk away from your sewing machine, put away your supplies. You take a moment to look back at what you just got done. Instead of feeling frustration, or that it's never enough, you feel calm. You feel GOOD. You're proud of what you got done, and you know that it matters - that it is moving you, bit by bit, towards your goal.

That is what I want for you, and that is the aim of this class. So that soon, maybe tomorrow, maybe next week, you'll get done working, and you'll feel GOOD.

In this episode I'm going to share the Three Keys to Getting More Done.

In Get More Done, we will

- ★ Determine WHAT needs to be done
- ★ Identify what a realistic workday is for you
- ★ Discover what's been stopping you
- ★ Prioritize what truly matters
- ★ Make a plan for keeping track of what you need to do AND getting it all done.

Here's the thing: You likely know all of this. I do not have, nor promise to have, some magical fairy dust to sprinkle on your life and give you 10 more hours a day. Trust me - if I could, I would.

There is no magical fairy dust. But there are ways to make it easier: by putting in place a system.

But what we can do in this class is work through what's stopping you from loving your workday and feeling productive right now, and come up with a plan that feels better to you; one you can stick with day in and day out, so that you're making the BEST USE of your time, every time you sit down to work.

## WHY?

Because you don't have enough time to do EVERYTHING.

A System, the system we're going to build in [Get More Done](#) - it makes lets you get more done in less time. You'll waste less time clicking around the internet, less time wondering WHAT to do, and less time jumping from random project to random project.

A system makes it automatic. You won't wonder what you're supposed to be working on. You won't wonder when it all gets done. A system helps you stop focusing on the amount of time you have, and helps you focus on what you will get done in that time.

## THERE'S NEVER ENOUGH TIME

Let's start by getting right to your problem: There's never enough time.

*I know.*

There's not a lot either of us can do about that. But here's the good news:

### **Business growth isn't about the amount of time you have.**

Growth comes from taking effective action in the time you do have. It comes from being clear on your goals, and then taking specific steps to reach them - steps that are actually related to what you want. It comes from prioritizing what matters most, and cutting out everything that doesn't, so that you get as much productive time as possible.

### **The first key to getting more done is to take responsibility for the time you have and what you want to do.**

Recognize that there's never going to be MORE time. Everyone has the same amount of time.

It's your responsibility to sift through the many things you could do and focus on what matters.

I talk to MANY makers who insist that their problem is that they need more time. If they had more time, they could do everything. Well, that may be true, but you don't have more time. What you have is what you have and if you want a business, you need to accept the time you have and use it effectively. So this is the first step of this class: accept the time you have and how you're using it currently, and then we'll move on to optimize it and work within your constraints!

Nothing we do here today, no system for time and task management, will work if you don't take responsibility for the time you have.

### **The second key to getting more done is to work the way that works for you.**

How do you work best? When are you most productive?

Don't fight it. Work WITH it.

Like I said in the episode about [FOCUS](#), it's up to you to set up your environment in the way that will make you most effective. You don't get bonus points for working in a distracting environment!

**The third key to getting more done is to know exactly what you need to do and focus exclusively on what matters.**

The first part of Get More Done is to set a goal, of how many sales you want to make, and set a date for it. I'll walk you through turning that SALES goal into a PRODUCTION goal, so you know exactly how many products you need to make.

But you can do this right now - get crystal clear on what your goal is, and then map out all the things that you need to do in order to reach that goal. My Map Making Guide walks you through the process.

In Get More Done I'll share how to filter through what matters and how to prioritize.

You can prioritize based on your values, your goals, or the thing you're most enthusiastic about.

**Those are the three keys:**

- ★ Take Responsibility
- ★ Work with what's working
- ★ Know exactly what you need to do

If you'd like to learn more about getting more done, in a system that works for your life and your day, check out my class, at [TaraSwiger.com/time](https://TaraSwiger.com/time).