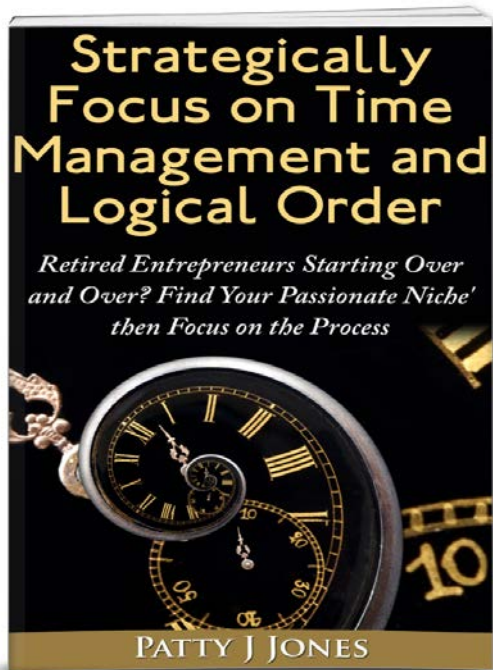


Workbook for Strategically Focus on Time Management and Logical Order



This workbook is a guide that can be used alone or in conjunction with the book [Strategically Focus on Time Management and Logical Order](#)

It's time to stop starting over and over, time after time. Take a serious look at what you have in place, create a logical order to the process, and develop a time frame to stay started at all times.

This book is to help you establish your next right step.

**STRATEGICALLY FOCUS ON
TIME MANAGEMENT
AND
LOGICAL ORDER**

Semi-Retired Entrepreneurs Starting Over and Over

Find your passionate Niche' then Focus on the Process.

Patty J Jones

Focus Your Steps Workbook

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www.focusyoursteps.com

An earlier version of this workbook was published as PDF doc at create a sewing business property of Patty J Jones

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This e-workbook is not intended to replace common sense, legal, medical or other professional advice, and is meant to inform and entertain the reader. So have fun and focus on the process.

Introduction - Why I created this workbook?

Focus Your Steps Workbook was created for those semi-retired entrepreneurs starting over and over, or beginning again and again, time after time. I would not want anyone to struggle to make a dollar or share their message with the world.

It's time to recognize the resistance that stops you from moving forward, take a serious look at what you currently have in place and learn how to move forward with a clear step by step plan of action - or - you may be doomed to repeat the process over and over, time after time.

You'll not find tools or technology here. If you are starting over and over most likely you already have the tools, (perhaps too many), and you know a bit about the techie stuff. This workbook is for you to evaluate what is stopping you from moving forward. To look at what you have in place. To help you gain clarity and discipline time for your next step. Help to get you into production so as to eliminate the stopping and starting time after time.

I suggest copying this workbook, put it into a binder with extra paper and begin your process. Take this serious but not so much that you forget to have fun.

For an accountability partner go to [Focused Strategy Session](#) at [Focus Your Steps .com](#)

Learning to discipline your time and have a plan to implement what you have learned, immediately, keeps your mind out of chronic confusion. Terry Z, Coach

About Patty Jones



As a sole-proprietor for 25 years, Patty has witnessed many changes in the business world. Her greatest challenge came when she decided to take her business online in 2007.

Building a business online requires a strategic plan, a laser focused discipline with your time, creating a logical order and above all else implementing immediately, that is the key to getting started.

Patty has an associate's degree in business, is a certified coach at Coaching Cognition. She received her professional training at Coachville.com.

If you wait until it's perfect, you may never start.

Patty is such a natural in helping others reaching into their own depths to find solutions to their problems, it's likely you won't even feel that you're being coached. I know this because over the past year or so I often reached out for her help to release my overwhelm and ease my frustration.....Alfons Bemmell

Recognizing Your Resistance

Before we get into, Focusing Your Steps let's take a look at what may have been preventing you from moving forward up to this point. What is your resistance?

Problem - Solution

- Not good enough-Perfectionist - you will never be good enough, just start.
- Procrastination - putting off intentionally. You must recognize the importance and take baby steps to move forward.
- Responsibility - it comes with the territory! You want to be successful, Right?
- Insecurity - find a mentor, coach, or partner. You have a lot to offer; sometimes it takes someone to help you recognize your possibilities. Try becoming an encourager. It's amazing how change takes place in your life when you see the value in others and encourage them to share. We all have our expertise, gifts, and talents find yours.
- Scared - not of the dark but afraid someone will laugh at your content or what you put out may seem stupid. Look at it this way; will you really know if they are laughing? If that bothers you write material to make them laugh. Then you can both have a laugh. Most important is you have fun along your journey.
- Chronic confusion-once you learn something, your brain accepts it as fact. If you believe it, but don't implement what you have learned, your brain becomes chronically confused. You then begin the process of telling yourself you cannot do this or that, you must be stupid, which in turn leads to overwhelm. Implementing immediately eliminates procrastination, fear, frustration and possible confusion or overwhelm. By what or whose authority can I tell you this, as fact? Clinically or professionally I can't, but having been there, I can tell for certain it happened to me.

When I first started my online business, I suffered from "fight or flight mode" most every day. There were so many challenges I just wanted to run away, but I knew my future depended on me learning to do this business. I had to recognize what triggered the flight mode, find a way to get through it and move forward.

I started evaluating my resistance. Each time I was presented with a challenge, I asked, "Why is this stopping me and Why at this particular time?" You see I had an urgency to move forward. My husband's six figure income had been downsized, so I needed to be

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moving quickly. But the resistance of flight was greater than the need to success. I had to find a solution.

Finally after weeks of working through a process I narrowed down my number one resistance, Fear of Success. You see with success also comes responsibility and I didn't want the responsibility that comes with success. At sixty two I was ready to retire not start a new career, but I didn't have a choice.

Do you have a choice? I'm going to step out on a limb and say no, you do not, that is the reason you're here at this point in time.

Fellow retiree, there is great power in recognizing ones resistance. Until you know what stops you, you will continue to start over and over, again and again. Acknowledging your stopping point will give you a start on the right path to moving forward.

You may still deal with some resistance, but recognizing it, as what you have created and if you created it, you have the power to eventually remove it.

I cannot take you to riches, but I can help you get started on the right path.

Self Analysis- what is the resistance?

The questions below are for self-analysis and hopefully discover what may be your resistance or the cause of you starting over and over.

1. What is the number one resistance you are dealing with at this point in time? Explain

2. Is there anything else standing in your way, (money, time, procrastination, etc.), preventing you from moving forward? Explain

3. Do you see one of these as more prominent? List it here. Explain

4. Do you remember the first time you felt this resistance?

5. If so, what steps can you put in place to prevent this resistance from stopping your moving forward?

6. When you feel this resistance in the future can you recognize it as a created distraction and continue your work? If not why?

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7. If not would having a mentor, partner or someone to collaborate with help you to move forward?

8. Share what you feel has prevented you from moving forward? Briefly explain?

9. If you begin to feel resistance, what can you do to stop the confusion and move forward?

10. From this point will you commit to working a step by step plan for the next 30 days?

11. Is it imperative you build a business online? Why?

Don't strive for perfection, strive to begin!

Getting into Activity, evaluate what you have in place

1. Do you have a blog/Website?

2. How long have you had this bog/website?

3. Do you update your blog on a regular basis? And how frequent?

4. What is the business, niche' or genre you are promoting?

5. Are you active in Social Media? Which are you the most active?

6. Do you write articles pertaining to your blog/website content?

7. Do you find it difficult to come up with fresh content?

8. Are you using more than one blog or website? List them here.

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9. Have you achieving any success with any one of these methods?

10. Will you be willing to focus on the one you have achieved some success for the next month? If so which one?

11. If you are just beginning will you be willing to choose a topic you are familiar with and begin to promote a blog or website for one month? Using only what is necessary to promote that topic or niche?

12. Which topic, niche' or genre did you choose, and why?

Focus Your Steps

Strategically focusing on what is relevant to the process, finding the time, and implement a step by step structured order.

1. What does "work your plan with the end in mind" mean to you?

2. On Page 11, question 12, you were asked to choose your business, niche' or genre you are currently working on, one where you are achieving some success. The topic you are willing to focus on for the next month. Enter the name here.

3. Give a brief description of the business, niche' or genre.

4. Is this for your Primary Hub or Primary Business?

5. Have you designed your blue print or marketing funnel for this blog or website business? If so what are the steps?

6. If this is your first time building a step by step order, do you see the importance? Why?

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7. List the programs and or resources you currently have available to start this process.

8. Are there more you didn't list? Include membership sites, social sites, fan pages, etc.

9. Eliminate those that are not relevant to develop this project.

10. List all the programs you will use from 7 & 8.

11. Can you seriously re-adjust your focus and **start** to build this week?

12. Are you a solo-entrepreneur or do you have a team? List everyone involved.

Time Management

Focusing on your time you realize time isn't managed, it's you that's managed in the time. Time never changes we have the same 24 hours in each day.

At the conclusion of this workbook you will find several charts one, the Daily Action Time Log is to help you find the perfect time for you to do your online work and develop a new habit in that time frame. You will need to log your activities throughout the course of your day, especially during your work time.

I suggest keeping a daily log for one week better to evaluate your time. Pay particular attention to wasted time and when is your most productive time. How much time are you actually working doing productive work? How much of that time is wasted?

For example: How long does it take you to get started to work? We say we are at work but how long does it take for you to begin the process? When you first turn on your computer for the day, do you check out social media, or look at email? How long does it take to do research for an article?

When you see your actual activities written down, your time wasters become real. You can then begin the process of turning that wasted time into more productive time. What is most important is for you to recognize time and begin to develop a new habit.

Perhaps you are still working a 40 hour week at a regular job. If that be the case it's extremely important you discipline the available time to work your business. Also, you do not want to neglect the important people or activities in your life. By developing a time schedule you can schedule family time, activities, clubs and organizations, etc.

From the eBook, [Strategically Focus on Time Management and Logical Order](#), the text book for this [e-workbook guide](#) you are told to, finding the most productive time to work your online business. Placing attention on the time you are working more than the action being performed. You know everything is a process, weeks of adjusting and rearranging your time, creating a logical order, building a system that works for you on step at a time.

Starting with week one let's begin to find your time. Copy seven of the Daily Action Time Logs on page 23 and 24. You may chose to use your personal daily planner, whatever works for you, just remember to hold yourself accountable to write down every action you perform during your work time.

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Week One: Looking for time

You Need

- Copy Seven Daily Action Time Logs on page 23 of the workbook pages

Chart Your Time

- You are looking specifically for time wasters; be conscious of how you may use your time more effectively.

Objective

- find time wasters

Action steps

- Keeping track of your activity this week by journaling what you did each hour.

Results to expect this week

- Find the most productive time to do your online work and creating a balance to life.

Take note of your attitude while you are doing your work. Are you relaxed, upbeat, and excited or are you stressed and tired? If it is the latter, are you forcing work in a time when you could be doing something more productive?

Make a List and Prioritize that List

Any business worth its weight in gold is worthy of a good systematic List.

Hopefully last week you found some of your time wasters and perhaps you settled on the most productive time for you to work. Realistically one week does not a miracle make! If you are as unfocused as I was it may take a while, but as we travel along with creating a logical order, in your time, it will become more apparent the consistency you are developing. Production with dollars attached has a way of encouraging us to be more consistent in our business.

Moving into this week you will build a list of activities that has to be accomplish this week, list them in order of priority, and create the action steps to accomplish each activity. Include activities outside of work; list everything on your agenda for the week that has to be done in orderly steps. And, Yes! You must chart your time.

For instance if you want to post to your blog and work on a freebie or perhaps gain clarity on your marketing funnel. Write down the steps necessary to make that happen.

Week Two: Structured Order

You Need

- Daily Action Time Logs-Copy one for each day or use your personal calendar
- Ten Most Important Activities to Do This Week-Copy one
- Order of Importance – Copy one
- Creating a logical Order – Copy one

Objective

- Continue to work toward finding the most productive time to work.
- Work toward accomplishing the list of important activities for the week

Action Steps

- Daily Action Time Log-Transfer the time from last week that is constant every week, (i.e., getting dressed, meals, family time, church or clubs),
- Now block out the time you are going to work your business.
- On the Ten Most Important Things to Do This Week-What needs to be done during this week in order to be productive?
- Arrange them by order of importance.
- What logical order needs be applied to accomplish this activity?
- Journal- Even if it is one short phrase. Keep track of what you're doing.

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Results to expect this week

- New work time schedule should begin to take shape.
- Accomplish the activities on my list of priorities

Don't forget to journal. Also date the time started and completed. Creating action steps and checking them off will give you a sense of accomplishment and build more confidence as you move through each action step.

Something about seeing your work and successes on paper gives you a boost, even if it's just a check mark on each completed step. You can see action being taken.

I will promise you if you find the time, create the order, and follow through with the process you will be on track, fulfilling your dreams is up to you.

I would love to hear from you and the progress you are making toward getting started and staying started.

Please [go here](#), Scroll down the page to leave a review. Whether you purchased the book or not, doesn't matter. I want to know, how this workbook help you to stay focused.

Thanks in advance for taking the time to share your success with me.

Fulfill Your Dreams

We all have a dream, getting to the end of our life with a fulfilled dream is a wonderful legacy.

1. What are your dreams? List the top five.

2. Who will benefit from your dreams?

3. Is it important you make a lot of money; or is more important you become debt free with a comfortable income? Explain

4. Who or what organizations do you contribute to on a regular basis? How would a successful business effect those contributions?

5. Write a short paragraph explaining your business and life now that you are on track to success?

Building a business on line requires you become extremely disciplined. That is the purpose of this Focus Your Steps Workbook. When you are starting over sometimes you become so consumed with new tools and technologies you may forget to go to work.

Final Thoughts

It would be foolish of me to say to you, “this is a two week process and you are on your way to success.”

We’re talking changing habits here! If you are starting over online I’m sure you’ve had many challenges, we all have. Some of us have developed such bad habits and procrastinated to the point you may feel success will never come your way.

Let me share. Until I started my online business I had no idea I had such learning disabilities. Finally recognizing my limitations and realizing technology was and never is going to be my friend I took the advice of all those who came before us, hire others to do those things we can’t do. Even writing was difficult until I found an editor. I can write whatever I choose and someone is always at Fiverr to clean it up for me.

You can be all you want to be and find someone else to do what you can’t. That’s what makes internet businesses work. Now go find the time to build and when you need a coach to cheer you on you can [find me here](#), waiting to help you get started and stay started.

It can be scary as heck to start over, especially at retirement age. Don’t become so consumed with new tools and technologies that you forget to work.

You are from a disciplined generation, learn well and implement often.
You can do it!

Sometimes it just takes someone to listen; to make all the difference.

Patty J Jones, Coach
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Skype ID: patty.j.jones
Email pattyjjones@focusyoursteps.com
[Complementary focused strategy session](#)

The following pages are your instructions with workbook forms and charts.

Encouraging you to succeed!

Strategically Focus On Time Management and Logical Order

Workbook Instructions and Work Pages

Patty J Jones

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Instructions

The pages of this workbook are for you to re-focus on what is important. Use the time chart to assist you in finding your time wasters and focus on the right time to work. Whether it is blog, website, article marketing or other business endeavors you are pursuing, you should know what and when is your most productive time to work.

Develop a step by step plan with the Ten Most Important activities to do this week and List them in order of importance; Creating a process to accomplish each activity step by step.

At the beginning you may find you are spending too much time studying and not implementing. Learn to re-adjust your schedule to include study/implement balance. Too much study does not produce income.

Make sure on your **Daily Action Time Log** to list every thing you do in the course of a day so as to hone in on your right time to work. You may find it necessary to keep this schedule for a few days, or even a week, to discover where your time wasters are and when is at your most productive times to work. This may be difficult but don't give up, push through.

When you fill in your **Ten Most important Activities to do this Week**, be sure to jot down some fun activities. Remember what all work does, "Makes Jack a dull boy." Be sure you check off when each activity is completed.

When you make it to the end of the month your reward will be to see how much you have accomplished. That will be gratifying.

Commit to following through for the next 30 days no matter what.

Now go do something special.

Patty J Jones, Coach

Focus on Your Steps Worksheets

Time Management and Logical Order

- Daily Action Time Log – Charting your time - purpose to find the most productive time for you to begin scheduling your work time, family time, fun time, etc.
- Ten Most Important Activities To Do This Week – List what is necessary to do this week
- List Order of Importance - all activities have an order of importance
- Create a Logical Order to the Process – For each activity list a step by step process in order to complete each activity or task. What is needed in order to finish each step?

We would like to think we can do this alone, but you would be amazed at how quickly you get into production when you become accountable each week for the work you have or have not accomplished. [Go here](#) for an accountability partner

Patty Jones, coach
www.focusyoursteps.com/
pattyjjones@focusyoursteps.com

Daily Action Time Log - Finding highly productive time

Date _____

6:00 _____

6:30 _____

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

Noon _____

12:30 _____

1:00 _____

Focus Your Steps Workbook

1:30 _____

2:00 _____

2:30 _____

3:00 _____

3:30 _____

4:00 _____

4:30 _____

5:00 _____

5:30 _____

6:00 _____

6:30 _____

7:00 _____

7:30 _____

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

10:30 _____

11:00 _____

11:30 _____

12:00 _____

Ten Most Important Activities to Do This Week

Date _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Order of importance

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Any Activity you did not complete this week, transfer to next week in order of importance. Activities should include what is essential to complete this week, whether work, family or home, organization or church, etc

Create a Logical Order to the Process – Most Important Activities

List the steps necessary to complete the activity?

For the Week: _____

ACTIVITY 1:

Start/Finish _____

Action Steps:

ACTIVITY 2: _____

Start/Finish _____

Action Steps:

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ACTIVITY 3:

Start/Finish _____

Action Steps:

ACTIVITY 4:

Start/Finish _____

Action Steps:

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ACTIVITY 5:

Start/Finish _____

Action Steps:

ACTIVITY 6:

Start/Finish _____

Action Steps:

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ACTIVITY 7:

Start/Finish _____

Action Steps:

ACTIVITY 8:

Start/Finish _____

Action Steps:

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ACTIVITY 9:

Start/Finish _____

Action Steps:

ACTIVITY 10:

Start/Finish _____

Action Steps:
