



TAME THE OVERWHELM YOUR STEP-BY-STEP GUIDE TO PRODUCTIVITY

Struggling to keep up with your never-ending to-do list? Take charge of your productivity with the innovative 3x5 Method.

Imagine streamlining your tasks, tackling just 3 essentials a day, 5 days a week, in addition to your daily plan. Say goodbye to overwhelm and hello to a stress-free, focused approach to success. Let's dive in and discover how to reclaim your time and sanity in just four simple steps.

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TAME THE OVERWHELM

YOUR STEP-BY-STEP GUIDE TO PRODUCTIVITY



Step 1: 15-Minute Thought (To-Do) Download.

Take 15 minutes to declutter your mind. Jot down everything competing for your attention, whether it's looming deadlines, cherished dreams, fleeting ideas, personal commitments, or moments of self-care and recreation. No thought is too big or too small. Clearing this mental clutter sets the stage for focused action.



Step 2: Time Allocation

In 30-minute to 1-hour increments, estimate the time needed for each task identified in your mind sweep. Note this in parenthesis next to each task. You may be tempted to skip this step, but don't. Work expands to fill time, so by setting limits, you force focus and get more done.



Step 3: Strategic Scheduling | Build Your Calendar

Prioritize self-care and essential commitments first. Block out time for activities that nourish your well-being, ensuring you're operating at your best. Then, allocate slots for non-negotiable tasks like appointments and deadlines.



Step 4: The Power of the 3 x 5 Method

Start using the 3 x 5 method to boost your productivity. Pick three tasks for each workday, totaling 15 tasks weekly and 60 monthly. Review your list of tasks and how long they'll take, then prioritize them by urgency, importance, and your energy level. Cross off tasks as you schedule them, seeing your progress and feeling motivated to keep going.



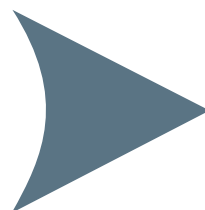
COMPLETE THE FOLLOWING PAGES

STEP 1: THOUGHT (TO-DO) DOWNLOAD

- Set a time for 15 minutes to declutter your mind.
- Jot down everything vying for your attention.
 - Include looming deadlines, cherished dreams, fleeting ideas, personal commitments, and moments of self-care and recreation.
- Remember, no thought or task is too big or too small.

Keep writing until you fill-up the page. Don't worry about organizing your list - just let it flow as it comes to mind. Use additional page, if needed.

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This image shows a full page of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. In the top right corner, there is a light pink, semi-circular decorative shape. Similarly, in the bottom left corner, there is another light pink, semi-circular decorative shape. The rest of the page is plain white with no other markings or text.

GO TO NEXT STEPS

STEP 2: TIME ALLOCATION

- Estimate the time needed for each task in 30-minute to 1-hour increments.
- **Note these estimates in parentheses next to each task on the TDL | Thought (To-Do) Download.**
- Avoid skipping this step; setting time limits is crucial.
- Remember, work expands to fill time, so setting limits forces focus and increases productivity.

STEP 3: STRATEGIC SCHEDULING | BUILD YOUR CALENDAR

- Add Tasks to Your Calendar:
 - Prioritize tasks in the following order:
 - Self-care and well-being activities.
 - Non-negotiable tasks like deadlines, appointments, or essential responsibilities.
 - Routine items such as meetings, scheduling social media, or inventory checks.
 - Cross off each task from your Thought Download List (TDL) as you add it to your calendar, keeping track of what's left to do.
- Consider Time Allocation:
 - Pay attention to the time each task requires to avoid overloading your calendar.
 - Aim to allocate 2 to 4 hours of tasks per typical 8-hour workday, allowing room for other work-related activities and breaks.

STEP 4: THE POWER OF THE 3 X 5 METHOD

- Begin using the 3 x 5 method to enhance productivity.
- Select three tasks for each workday, totaling 15 tasks weekly and 60 tasks monthly.
 - Review your task list and estimate their durations.
 - Prioritize tasks based on urgency, importance, and your energy level.
- If a task seems too big or daunting, break it into smaller chunks or steps.
 - Schedule each step separately to make progress more manageable.
- Use the attached calendar (or your own planner/calendar, whether paper or digital) to write down and commit to the 3 tasks x 5 days.
- Cross off tasks from your list as you schedule them.
- Track your progress and stay motivated by witnessing your accomplishments.



FILL IN THE CALENDAR

WEEKLY PLANNER

Month :

Week :

MONDAY

POWER UP TASKS

1

2

3

TUESDAY

POWER UP TASKS

1

2

3

WEDNESDAY

POWER UP TASKS

1

2

3

WEEKLY PLANNER

Month :

Week :

THURSDAY

POWER UP TASKS

1

2

3

FRIDAY

POWER UP TASKS

1

2

3

SAT | SUN

TRACK YOUR PROGRESS

REFLECTION ON YOUR WEEK

POWER UP TASKS COMPLETED

FILL IN HOW MANY WERE COMPLETED EACH DAY

____ / 3 MONDAY
____ / 3 TUESDAY

____ / 3 WEDNESDAY
____ / 3 THURSDAY

____ / 3 FRIDAY

WHAT WENT WELL?

BRIEFLY WRITE DOWN 2 - 3 THINGS YOU ACHIEVED OR THAT WENT SMOOTHLY.

WHAT CHALLENGES DID YOU FACE?

BRIEFLY WRITE DOWN 2 - 3 THINGS THAT DIDN'T GO AS PLANNED.

WERE THERE ANY POWER UP TASKS YOU SKIPPED (PROCRASTINATE)?

BRIEFLY EXPLAIN.

**READY TO TAKE YOUR PRODUCTIVITY
TO THE NEXT LEVEL?**



BONUS OFFER...

SCHEDULE YOUR FREE CALL



TAME THE OVERWHELM & UNLOCK YOUR PRODUCTIVITY

Unlock Your Productivity Potential:

- Feeling stuck after using the 3x5 method?
- Overwhelmed by persistent challenges?
- Ready for personalized guidance and a clear action plan?

This **FREE** call is for you! We'll:

- Map out your next 3 action steps based on your specific challenges.
- Identify your top 1-2 productivity blockers and brainstorm immediate solutions.
- Develop a customized "quick win" strategy to implement this week.

Leave with:

- Expert insights specifically for you.
- Actionable steps you can implement right away.
- A calmer, more productive you!

SCHEDULE YOUR FREE CALL TODAY