

EARN
80% OF YOUR REVENUE
WITH JUST **20% EFFORT**



1 MONEY MINDSET

Are you in the right state of mind to make as much money as possible, no matter what?

Yes No

If no, what is holding you back?

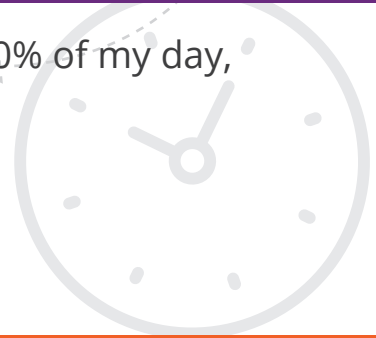


2 ASK YOURSELF...

If I was to earn 80% of my revenue and work only 20% of my day, what does that look like?

80% of my revenue = £ _____

20% of my work day = ___ hrs ___ mins



3 YOUR CALENDAR

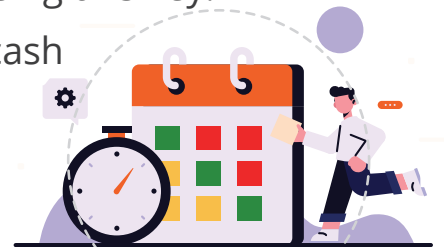
Go through your calendar and work out your tasks using this key:

GREEN: These are tasks that **DEFINITELY** make you cash

YELLOW: These are tasks that **MAY** make you cash

RED: These are tasks that **WILL NOT** make you cash

Don't overthink this one, just go with your gut.

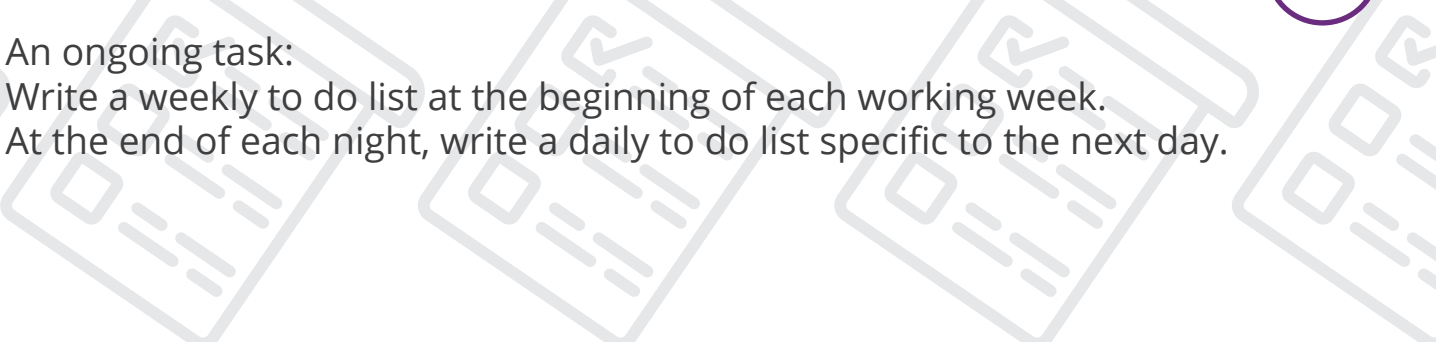


4 TO DO LIST

An ongoing task:

Write a weekly to do list at the beginning of each working week.

At the end of each night, write a daily to do list specific to the next day.



EARN
80% OF YOUR REVENUE
WITH JUST **20% EFFORT**



5 ASK YOURSELF...

If I only accomplish one thing today, what should it be?

How much money should it make me = £ _____

How long should it take = ___ hrs ___ mins



6 RECHARGE

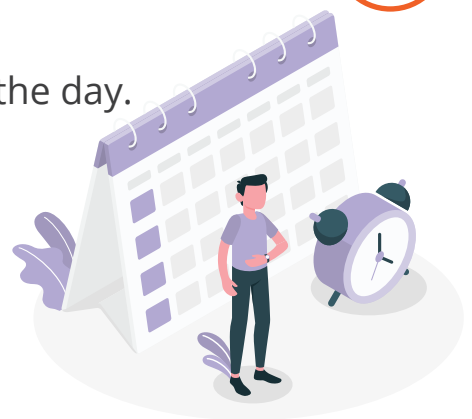
Block out **RECHARGE TIME** in your calendar.
Remember that recharge time is just as important as work time when you are making money.

7 PROCRASTINATE

Block out **PROCRASTINATION TIME** in your calendar.
You are inevitably going to procrastinate throughout the day.
Book it in and that way you will enjoy it more.

8 DEVELOP GOOD HABITS

Develop the most important habit: **ACTION**
Small actions often = massive results.



9 BE PRODUCTIVE

Focus on being **PRODUCTIVE** instead of **BUSY**.
Don't be the busy fool, making little money.

Productive people work less, make a load of cash and stay in control.

EARN
80% OF YOUR REVENUE
WITH JUST **20% EFFORT**



10 RESULTS-BASED MINDSET

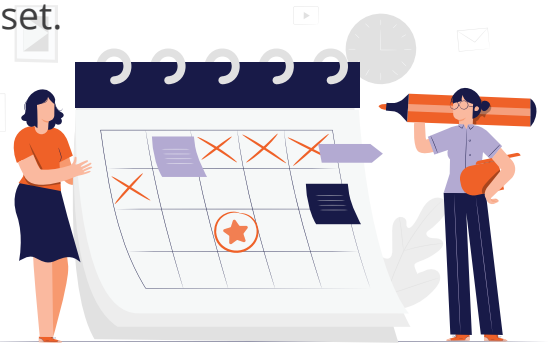
Get paid on results and **NOT** your per hour mindset.

Track your results and you get paid for the value you bring to the market. Don't track your results and you'll simply get paid per hour.

Work out your per hour and write it down.

Work out your results and write it down.

Which do you prefer?



11 MONEY MAKING TASKS

Delegate all of your non money making tasks to others who do the job quicker and get paid less than you.

Clear your diary of tasks that make no money and zap your energy.

Think about it, the less you work on these tasks, the more available time you have for making more money.

12 AUTOMATION

Highlight the tasks you can automate and create a plan to get the automation in place.

13 MAGIC HOUR

Do the task that makes you the most money **before 11am**. Get that over and done with when your energy is high and you're fully motivated.



14 AUTOMATION

Outsource tasks to the best person for the job.

Know your per hour rate and ask yourself if you would earn more cash by outsourcing the job to someone better suited to it than you.

For example: If your per hour rate is £100 and it is a £20 per hour job, you would be better off outsourcing this for a cheaper cost or aiming for a different job that pays £100 per hour.