

How to Set Yourself Up for a Week of Productivity and Clarity

Courtesy of Kristy Crippen, Collaborative Partners Administrative Services, LLC

Here are some key tips to incorporate into your business to help increase your daily productivity and efficiency while also deepening your clarity around what *really matters* in your business. These are just a sampling of the tips that I use with my clients to help them stay productive and clear-minded!

It Pays to Pause

- Whenever you're feeling stressed, ask your stress and overwhelm what it's trying to tell you. Ask yourself, "I feel overwhelmed because...." Lean in and listen up.

Key Tips to Help Increase Your Productivity and Clarity

- Do a time audit: Know exactly how you're spending your time. Write everything down and most importantly, be HONEST with yourself.
- Create a master TO DO list if you don't have one already in place. Organize it in a way that makes sense for you.
- Weekly planning:
 - Most people like to do their weekly planning on Sunday since it's the official start of the week. However, if Friday afternoons provide you with ample quiet time for a mindset reset, go for it! What matters most is that you thoroughly plan out the next week before it begins.
 - Make sure that all appointments are in your schedule for the week. Know what responsibilities that are associated with those appointments (if any).
 - Know what regular recurring tasks you have for each day
 - Commit to accomplishing the 3-5 MOST important tasks that must get done each day, no matter what
 - Pull the MOST important tasks from your master TO DO list to round out your daily 3-5 must-do tasks
 - Factor your tasks into your schedule using time blocks
 - Do an aerial view of the following two weeks (beyond your current week) so that you know exactly what's upcoming and can then plan accordingly
- Review your next day's schedule and TO DOs the night before. Pull any materials you may need in advance to have them ready.
- First thing the next morning, review your schedule and TO DOs AGAIN
- Check your schedule and TO DOs throughout the day so that you continually check in on the progress of your remaining TO DOs
- Check off each task as soon as you complete it

- Find that you suddenly have extra time on your hands? How can you productively spend that time?
- End of day review:
 - Review your schedule and TO DOs at the end of the day. Were any tasks undone? Do a check-in and ask yourself why. Be honest with yourself. These unfinished tasks will now get carried over into your next day for completion.
 - Now plan out your next day's tasks: Factor in any undone tasks from that current day and add any new tasks to bring you up to your 3-5 magic number. Remember to account for any recurring tasks that are already on your schedule for the next day.
- Allow buffer time in between meetings or events. Use this time to prep, review, work on tasks or simply to clear your head.

I founded my company with the belief that small business owners and entrepreneurs simply can't do it all on their own (nor should you have to!) I saw a real need in the market for dedicated collaborative and administrative support that's customizable for each client based on the unique needs of your business.

I bring over 20 years of administrative experience from a wide variety of industries, both in the corporate world, as well as small business and entrepreneurs.

Time and again, I've witnessed small business owners and entrepreneurs feeling lost, overwhelmed, drained, and lacking confidence in your abilities. You're losing yourself in a downward spiral, falling out of love with your business. You feel out of alignment with your purpose and can't see the big picture.

I can relate. I can help you fill that void now. Business owners call me to help them purge and release those pains. How do I do this? We have an open discussion to evaluate the responsibilities and tasks that are weighing you down. After eliminating the heavy mental-lifting, we problem-solve together to usher in ease and flow to your business.

Being able to partner with my clients on your entrepreneurial journey and provide dedicated support through objective listening and collaboration and strategy building with trust is at the heart of who I am and what I do. My goal is to provide the space for my clients to soar even higher as the business owner into a grander vision for your business. You're already a success. You're ready for the next level. I'm here to brainstorm and be your confident thought-partner.

You will fall back in love with your business again and re-ignite WHY your business is your passion. Let's rediscover the magic. I do my magic so that you can do yours.

Kristy