

FOR THE WOMAN RUNNING THE BUSINESS BEHIND THE BUSINESS

The Productivity Cheat Sheet

Morning Routine

Start strong every day

Time Blocking

Protect your best hours

Weekly Reset

Plan with intention

Tools We Love

Work smarter, not
harder

Brain Dump

Clear the mental clutter

Boundaries

Protect your energy

The Productivity Cheat Sheet

MORNING ROUTINE

Own the first hour. **Set the tone for your whole day.**

	No phone for the first 20 minutes Protect your brain before the world gets in.
	Write 3 priorities for the day Not a full list, just 3 things that matter most.
	Move your body (even 10 mins) A walk, a stretch, a quick workout. It counts.
	Eat something real You can't run the business on coffee alone.
	Review your calendar Know what's coming before it hits you.
	One minute of stillness Breathe. Set an intention. Start on purpose.

TIME BLOCKING

Stop reacting. **Start designing your day.**

6 - 8AM	
8-10AM	
10-12PM	
12 - 1PM	
1-3PM	
3-4PM	
4-6PM	
6-8PM	

BOUNDARIES THAT PROTECT YOUR PRODUCTIVITY

You can't pour from an empty cup. **Protect your energy.**

Work hours

Set them. Communicate them.
Stick to them.

Tell clients, tell family, and then
actually close the laptop at
knock off time.

The "quick question"

It's never quick.

Batch your responses. Check
messages twice a day, not
every 5 mins.

Decision fatigue

Fewer decisions = more
energy.

Batch similar tasks. Prep the
night before. Use templates
for everything you repeat.

Scope creep

Charge for extra work. Always.

If it was not in the quote, it is
not free. Your time has value,
bill accordingly.

"Busy" as a badge

Busy is not the goal. Effective
is.

Ask: is what I am doing right
now moving the business
forward?

Comparison

Their highlight reel is not
your reality.

Unfollow accounts that drain
you. Follow ones that fill you
up and teach you something.

Daily Reminder

"I am not just support. I am a business partner."

"My work has value, even when it goes unseen."

"Saying no to one thing means saying yes to what matters."

QUICK DAILY HABITS (5 MIN OR LESS)

	Clean your desk before you finish
	Write tomorrow's top 3 tonight
	Send one thank-you or check-in
	Delete 10 emails
	Log one win from today
	Drink a glass of water

MY WEEK PLANNER

WEEK OF: _____

ENERGY LEVEL GOING IN: LOW / MEDIUM / HIGH

My Top 3 Priorities This Week

1

2

3

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Notes

END-OF-WEEK REFLECTION

What went well this week?

What do I want to do differently?