30 Day Productivity Challenge *for Authors*

Become More Productive in 5 Minutes a Day!

by D'vorah Lansky

Please Note:

This Sample Selection of Workbook Pages are from My Productivity Challenge Workbook.

The Table of Contents is Displayed to give you an idea of what is possible, the page numbers correspond to the book pages, not the pages in this sample packet.

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How to Use This Action Guide

Welcome to the 30-Day Productivity Challenge for Authors Action Guide! Over the course of 30 days, you'll discover powerful ways to become more productive, overcome overwhelm, and get more organized.

In this guide you'll find a 30-Day Action Plan along with corresponding activity pages, which I refer to as "tracking sheets." Each day, read through that day's action step and then turn to the corresponding tracking sheets. For the most part, the daily action steps are designed in a way that will allow you to take action in about five minutes a day.

At the end of each day, circle back to this action guide to share your reflections and daily accomplishments. This will allow you to chart your progress and journal your experience.

To make the most of this program, schedule a recurring appointment, in your calendar, as your *take action time*. By focusing on this productivity challenge at the same time each day, you'll create consistency. By treating this appointment as you would an appointment with your best client, you'll accomplish a great deal.

When selecting a time to schedule into your calendar, select a time that you'll realistically be able dedicate to going through that day's action step. This will allow you to prioritize becoming more productive.

As far as mapping out your 30 days, you can choose to focus on this challenge on as many days of the week as you'd like. For consistency and to create momentum, it's recommended that you commit to 5 or 6 days a week, and that you are consistent. Over the course of this challenge, you'll be able to navigate your way through the entire 30-Day Productivity Challenge program!

Have fun with this and get ready to become more productive and organized!

Wishing you much success!

Notes

Week-at-a-Glance Six-Most-Important Things To-Do List

Day of the Week: _____

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

☐Exercise ☐Drink Water
☐Have Fun ☐Daily Reflections Journal

Day of the Week: _____

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

☐Exercise ☐Drink Water
☐Have Fun ☐Daily Reflections Journal

Day of the Week: _____

☐ _____
☐ _____
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☐ _____
☐ _____

☐Exercise ☐Drink Water
☐Have Fun ☐Daily Reflections Journal

Day of the Week: _____

☐ _____
☐ _____
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☐ _____
☐ _____

☐Exercise ☐Drink Water
☐Have Fun ☐Daily Reflections Journal

Day of the Week: _____

☐ _____
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☐ _____
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☐ _____
☐ _____

☐Exercise ☐Drink Water
☐Have Fun ☐Daily Reflections Journal

Day of the Week: _____

☐ _____
☐ _____
☐ _____
☐ _____
☐ _____
☐ _____

☐Exercise ☐Drink Water ☐Have Fun
☐Daily Reflections Journal

Today's Action Step Date: _____

Day 1: Get Clear on Your "Why"

Welcome to Day 1 of the 30-Day Productivity Challenge! Today's action step revolves around identifying your "why" for wanting to become more productive. This will provide you with motivation as you begin this 30-day journey.

Locate the *Productivity Accelerator* sheet, by turning the page. Find somewhere quiet where you can focus, and answer the questions on that page. This will help to provide you with focus and clarity on your 30-Day Productivity Challenge journey.

Turn the page for today's action pages.

At the end of the day, journal your *Daily Reflections* on the facing page. By prioritizing time to take action and reflect on your activity and results each day, you'll maximize the benefits you'll receive from this 30-Day Challenge.

Thought of the Day

"Dreams are today's answers to tomorrow's questions."
—Edgar Cayce

My Daily Reflections Journal

Day#____ Date: _____

The Best Part of My Day: _____

_____

_____

_____

_____

Something New I Learned Today: _____

_____

_____

_____

_____

3 Things I'm Grateful For Today

- _____
- _____
- _____

Notes and Realizations

Notes

Productivity Accelerator

Get Clear on Your "Why" for Wanting to Become More Productive

What is the primary reason you'd like to become more productive?

What is your big-picture dream for your life and/or business?

What is your biggest challenge, in regards to being productive?

What is your biggest challenge in regards to being organized?

What would you most like to accomplish in the next 30 days?

Today's Action Step Date: _____

Day 2: Gather Up All Your To-Do Lists

Welcome to Day 2 of the 30-Day Productivity Challenge! Today's Action Step is to gather up all your to-do lists, ideas, and sticky notes.

You can then attach them to a clipboard, set them on your desk on top of a piece of paper, or attach them to the *To-Do List Pages* tracking sheet. You can also take this opportunity to jot down ideas and to-do items that you've been keeping in your mind. Tomorrow we will draw from these lists to create a *Master Brain Dump Page*.

Turn the page for today's action pages.

At the end of the day, journal your *Daily Reflections* on the facing page. By prioritizing time to take action and reflect on your activity and results each day, you'll maximize the benefits you'll receive from this 30-Day Challenge.

Thought of the Day

"Every character is asking: 'What's my place? Why am I here? I don't want the answer to be 'Just because.' You find your own purpose. Each finds the reason to be here and how to contribute."
—Sharon Creech

My Daily Reflections Journal

Day#____ Date: _____

The Best Part of My Day: _____

_____

_____

_____

_____

Something New I Learned Today: _____

_____

_____

_____

_____

3 Things I'm Grateful For Today

- _____
- _____
- _____

Notes and Realizations

Today's Action Step Date: _____

Day 3: Plug Your To-Do Lists into a Brain Dump Page

Welcome to Day 3 of the 30-Day Productivity Challenge! Today's action step is to take all of your to-do lists and plug them into one central location.

Turn to the *Master Brain Dump Page* and plug your to-do lists into categorized sections on the page. Once you've transferred your to-do lists to the brain dump page, you can then get rid of them, or place them in a folder and set the folder aside. You may want to make a copy of this brain dump page so you can clip it to a clipboard.

Turn the page for today's action pages.

At the end of the day, journal your *Daily Reflections* on the facing page. By prioritizing time to take action and reflect on your activity and results each day, you'll maximize the benefits you'll receive from this 30-Day Challenge.

Thought of the Day

"What you do today can improve all your tomorrows."
—Ralph Marston

My Daily Reflections Journal

Day#____ Date: _____

The Best Part of My Day: _____

_____

_____

_____

_____

Something New I Learned Today: _____

_____

_____

_____

_____

3 Things I'm Grateful For Today

- _____
- _____
- _____

Notes and Realizations

My Brain Dump Page

For the Month of: _____ Year: _____

Business ASAP List	Personal ASAP List	Current Main Project
Speaking Activities	Writing Projects	Marketing Activities
Reading List	Courses to Study	To-Do Someday Maybe

My Brain Dump Page

For the Month of: _____ Year: _____

Today's Action Step Date: _____

Day 4: Create a Specific Project Brain Dump Page

Welcome to Day 4 of the 30-Day Productivity Challenge! Today's action step is to create a brain dump page for a specific project.

Yesterday you created your *Master Brain Dump Page*. While the brain dump exercise works wonderfully for your master list of to-do items, you can also create a brain dump page for specific projects. This will allow you to break down the tasks and activities required to complete those projects. Decide on one specific project that you'll focus on during this 30-day challenge. Capture your ideas by plugging them into the *Brain Dump Page for a Specific Project*.

Turn the page for today's action pages.

At the end of the day, journal your *Daily Reflections* on the facing page. By prioritizing time to take action and reflect on your activity and results each day, you'll maximize the benefits you'll receive from this 30-Day Challenge.

Thought of the Day

"Trust yourself. Create the kind of self that you will be happy to live with all your life. Make the most of yourself by fanning the tiny, inner sparks of possibility into flames of achievement."
—Golda Meir

My Daily Reflections Journal

Day#____ Date: _____

The Best Part of My Day: _____

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_____

Something New I Learned Today: _____

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3 Things I'm Grateful For Today

- _____
- _____
- _____

Notes and Realizations

Brain Dump Page for a Specific Project

Project Description: _____

Brain Dump Page for a Specific Project

Project Description: _____

Today's Action Step

Date: _____

Day 5: Create a Someday Maybe Page

Welcome to Day 5 of the 30-Day Productivity Challenge! Today's action step is to create a *Someday Maybe* page.

Identify to-do items and ideas that you don't see yourself focusing at this time and move them to a *Someday Maybe* page. This will allow you to capture ideas and remove them from your line of vision. Print off the *Someday Maybe* page and list items that you'd rather not think about for the foreseeable future. This way you'll have them written down but they won't take up room on your active to-do lists or brain dump pages.

Turn the page for today's action pages.

At the end of the day, journal your *Daily Reflections* on the facing page. By prioritizing time to take action and reflect on your activity and results each day, you'll maximize the benefits you'll receive from this 30-Day Challenge.

Thought of the Day

"What you get by achieving your goals is not as important as what you become by achieving your goals."
—Zig Ziglar

My Daily Reflections Journal

Day#____ Date: _____

The Best Part of My Day: _____

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Something New I Learned Today: _____

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_____

_____

3 Things I'm Grateful For Today

- _____
- _____
- _____

Notes and Realizations

My Someday Maybe Page

Plug in items here that you may want to get to someday, maybe!

Wish List	Reading List	Project List

My Someday Maybe Page

Plug in items here that you may want to get to someday, maybe!

Take Time to Smell the Roses

You Work Hard and You Deserve to Enjoy Life!

How would you answer this question? "If I could do anything in the world, without feeling guilty, I would... _____

_____

_____

What would it be like to make it a priority to do something fun each day?

_____

_____

What would it feel like to take special time for you, each week? _____

_____

_____

Hobbies or Interests You'd Like to Pursue

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Plan a Special Outing or Activity

_____

_____

_____

_____

Plan and Schedule "Me" Time

Have Fun Planning Special Time for YOU!

Fun, Relaxing, or Pampering Activity: _____

_____

_____

Fun, Relaxing, or Pampering Activity: _____

_____

_____

Fun, Relaxing, or Pampering Activity: _____

_____

_____

Fun, Relaxing, or Pampering Activity: _____

_____

_____

Fun, Relaxing, or Pampering Activity: _____

_____

_____

Schedule These Activities Into Your Calendar

Date and Time: _____ Activity: _____

Date and Time: _____ Activity: _____

Date and Time: _____ Activity: _____

Date and Time: _____ Activity: _____

Date and Time: _____ Activity: _____

Today's Action Step Date: _____

Day 22: Write About What You Are Grateful For

Welcome to Day 22 of the 30-Day Productivity Challenge! Today's action step is to spend time reflecting on what you are grateful for.

Our lives are so busy that sometimes we forget to give thanks for what we have and who we are. With all the challenges that life brings us, it's easy to think about what is NOT working rather than think about what IS working. Turn to the *What I Am Grateful For* page and write about all the things you are grateful for.

Turn the page for today's action pages.

At the end of the day, journal your *Daily Reflections* on the facing page. By prioritizing time to take action and reflect on your activity and results each day, you'll maximize the benefits you'll receive from this 30-Day Challenge.

Thought of the Day

"Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow."
—Melody Beattie

My Daily Reflections Journal

Day#____ Date: _____

The Best Part of My Day: _____

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Something New I Learned Today: _____

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3 Things I'm Grateful For Today

- _____
- _____
- _____

Notes and Realizations

30-Day Challenge Wrap Up and Reflections

Congratulations! You have completed the 30-Day Productivity Challenge!

Now that you've streamlined your systems, found ways to become more productive, and have prioritized ways to have more fun and enjoyment in your life, find ways to keep the momentum going.

Consider scheduling a time each week to check in with yourself and reflect on your habits and accomplishments.

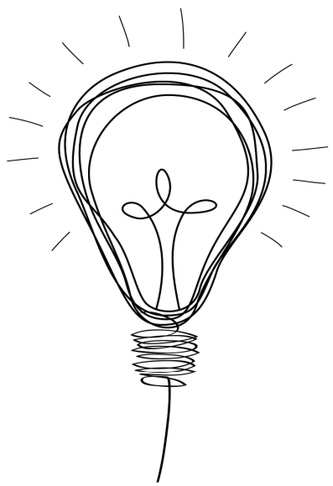
- ☐ Are you prioritizing "me" time and "family and friends" time?
- ☐ Are you maintaining your new email checking habits?
- ☐ Are you prioritizing writing time?

Know that this guide is here for you as a tool and a reference. You can review exercises from time to time, or you can make it a priority to read a tip-a-day from this guide, to reinforce the new success-focused habits you've created.

Turn to the next page and take a moment to jot down ideas for how you will keep the momentum going.

Wishing you much happiness and dreams come true!

Here's to your success,
D'vorah



Ways I Can Keep the Momentum Going

Ways I'll Continue to Make Becoming More Producitive a Priority

- ❍ _____
- ❍ _____
- ❍ _____

Ways I'll Continue to Use the Brain Dump and Six-Most-Important Pages

- ❍ _____
- ❍ _____
- ❍ _____

Ways I'll Continue to Tame the Email Dragon

- ❍ _____
- ❍ _____
- ❍ _____

Ways I'll Continue to Prioritize "Me" Time and "Friends and Family" Time

- ❍ _____
- ❍ _____
- ❍ _____

Notes - Ideas - Reflections: _____

_____

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_____

Notes

Next Steps

About D'vorah

D'vorah Lansky, M.Ed., is the bestselling author of several books including; *Book Marketing Made Easy: Simple Strategies for Selling Your Nonfiction Book* Online and the *Productivity Action Guide for Authors: 90 Days to a More Productive You.*

She is also the founder and producer of the Annual Book Marketing Conference Online. This year marks the 10th year of this event!

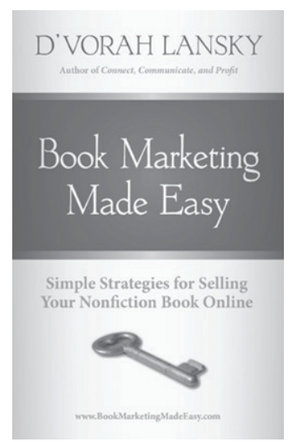
Through her coaching and training programs, D'vorah has taught thousands of authors how to effectively and affordably market their books online.

Books by D'vorah

Check out all of D'vorah's books at: www.BooksByDvorah.com

Her flagship book is *Book Marketing Made Easy: Simple Strategies for Selling Your Nonfiction Book Online.* Discover the secrets that successful authors use to market their books online.

In *Book Marketing Made Easy* you will learn how to: increase your credibility and be seen as an expert in your field, sell more books to people who will benefit from your message, create multiple sources of income with the content of your book, harness the power of multimedia marketing to reach more people, and use social media to increase your influence and expand your market.



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Take Your Productivity Further

Leverage the Lessons You've Learned in this Action Guide!

Join D'vorah and a group of success-focused authors
for an interactive, power-packed experience!

Enjoy a well-rounded productivity system for accomplishing any goal!

In the 30-Day Productivity Challenge for Authors **online course**, you can go from overwhelmed to becoming more productive than you ever believed possible! Enjoy hands-on training, step-by-step instruction, group interaction, and personalized support in a safe and nurturing environment.

By participating in this program you'll receive:

- 30 days of daily productivity tips, weekly videos, and guest expert workshops!
- Access to our interactive discussion forum, where you'll be able to connect with other authors and get your questions answered!
- Lifetime access to the program, so you can learn and take action when it's convenient for you!
- A personalized action plan, created by you - for you, that you can use in your life and business!

This program is available on-demand so there are no dates to worry about.

Join us for the
30-Day Productivity Challenge for Authors at:
ShareYourBrilliance.com