

Do you ever wonder how other business owners get it all done'?

Well we're here to tell you there is certainly no magic bullet, but there are **5 simple steps** that we have tested and proven again and again in our industry to help owners find more productivity in their limited time.

We get what it's like to 'hustle', but we also know that you started this business to have a life and we want you to live it to the fullest!

We hope these 5 tips help create the space you need to be productive, grow your business, and still have time for the personal things in life that you love!

## 5 WAYS BOUTIQUE OWNERS CAN BE MORE PRODUCTIVE EACH WEEK

---

### 1. TIME BLOCK

Studies show that the most productive CEO's spend their time in batch creation mode. Meaning, you wouldn't answer one email, take photos, come back to email, then go to the bank, then work on a project and back to emails...right?

You would sit down and get all related projects done on one chunk, or you would designate specific days of the week for key projects to be completed in your business. Days for buying, following up with vendors, photoshoot days, days for social media planning, and a no-meetings catch-up day to get all of those messages and projects complete.

Batch creation allows us to focus solely on ONE project at a time, and feel more satisfaction with each completion.

How do you start?

Use our **4 part to-do list system** at **The Boutique Hub** (find a full video in our member library for more details!)

1. Start with a list of things that you do **each and every week** to keep your business operating.
2. Make a list of your most important tasks needed **this week only**.
3. Make a list of all of the other looming tasks & projects coming that can be done **next week** on.
4. Make a list of what on your plate you can **outsource** -- and will actually outsource!

Once you have these lists complete - look at your weekly calendar and start by laying in all family and personal activities. YOUR life comes first and should be scheduled first.

Next, overlay list #1 into theme days that can be routine each week. Example: Mondays - social media, team meetings, messages. Tuesdays - photoshoots, vendor follow-ups, etc. Create a place on YOUR calendar for YOUR weekly activities, and have your team do the same so you are all in sync.

Next, between your batches of time for each task - your time blocks, lay in empty blocks of time for yourself to catch all of the 'extras' that come up. These are often positioned at the hours of the day you are personally most productive, say 8-10 am if you're a morning person to hammer out the biggest 'rocks' on your to-do list daily (list #2 from the system above).

Looking at your calendar - you should now have theme days, time blocks, family time and your own personal productivity time.

## 2. MOVE BIG ROCKS

The only way to fit both big rocks, and a bucket of sand back into a bucket, is to put those big rocks in first and then let the sand fill in the gaps last. The same goes for our time. Each day, you should only have 3 BIG ROCKS on your to-do list that are done FIRST. Next, all of the quick calls, emails to answer and follow-ups that are 'sand' tasks can come after and fill in gaps of time. Don't overload your list, you'll feel truly accomplished at the end of the day when each of the three rocks are complete.

## 5 WAYS BOUTIQUE OWNERS CAN BE MORE EACH WEEK

---

### 3. SAY NO

Great question right? Each week we typically start by looking at what we said yes to, but what if we took time to also decide what we can say no to. What can be outsourced, or what is busy work for us that is not important with our long term goals and personal missions?

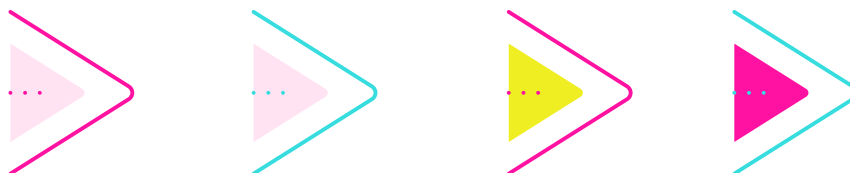
### 4. PRACTICE GRATITUDE

You've probably heard that what you spend time thinking about, you will bring about. What you focus on will multiply - negative or positive, our thoughts play a significant role in our perceptions of our reality each day. This is why the practice of daily gratitude is so important.

Imagine this, if you started each day dwelling on what makes you unhappy, body image issues, age, prosperity, family differences, your long drive or a recent argument, you're only going to start that day in a negative place that will continue to multiply throughout the day. You feel sad or frustrated, and it's only going to get worse.

But what if no matter what the day brings, you stayed focused on what you're grateful for, even if that feels small? Your good hair day, your kids, the fact that you rolled out of bed without hitting snooze...now these are pretty simple examples, and we know that you have SO MUCH MORE to be thankful for daily.

Start each day with a list of 5 things you are grateful for. End each day the same way.



## 5 WAYS BOUTIQUE OWNERS CAN BE MORE EACH WEEK

---

### 5. TRAIN

What are you aiming toward? Wherever you are going, it will take practice to get there. This could mean if you want to live healthier that you are making time to train your body.

Or if you have big business goals, you are spending time training your team or those who help you. Think of it as coaching your team, they must train, learn and grow if your business is going to grow or evolve and if you want to win.

Maybe this is training your mind to learn new business strategies by listening to a podcast and spending 30 minutes implementing what you learn.

If you have a goal to accomplish, only training will help you get there. **A goal without an action plan is simply a wish.**

Will you have goals or wishes?

Each day we have a new opportunity to decide how we will spend our precious time, how we will ask for help, and what we will accomplish first.

**You get the same 24 hours in a day Beyonce' does...**

Let us know how you use them, and ask us questions anytime over at @boutiquehubbusiness on Instagram and drop photos of your #BoutiqueBossPlanner at @boutiquebossplanner!

For more business building tips daily, use our member's groups and training library in The Boutique Hub, join at [www.theboutiquehub.com](http://www.theboutiquehub.com)