

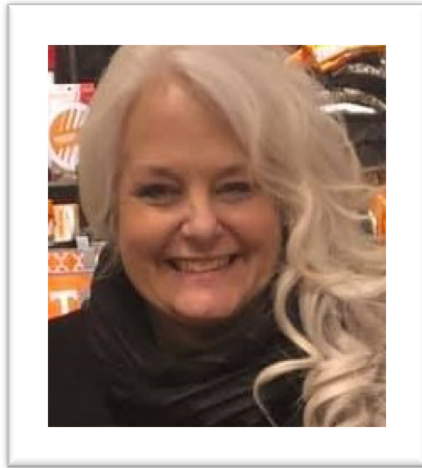
The Ultimate *Productivity* Challenge

“Write the vision; make it plain on tablets so he may run who reads it. For still the vision awaits its appointed time; it hastens to the end - it will not lie. If it seems slow, wait for it; it will surely come; it will not delay.” -
Habakkuk 2:2-3

By Cindy Rushton

Ultimate Productivity Challenge Action Guide Week 1

Welcome!



I am Cindy Rushton, your hostess for the month of April as we take the challenge to work together for ULTIMATE PRODUCTIVITY!

This is it! This is about to be your best year ever! This is the year for massive action.

During this challenge, you will be surrounded with some of the most amazing and talented and blessed ladies and men on the planet. First, those in this tribe have a heart for God, their families and helping others. I cannot wait to introduce them to you in this challenge. By the end you will see what I mean and you too will call them friends.

A challenge is not to make you feel guilty about what you have or have not done in the past. A challenge is not to make you stressed about what the future holds.

A challenge is for right now, for such a time as this.

A challenge is as much or as little as you want to put into it - and the choices are varied and will fit the most advanced to the beginner.

Are you ready to roll up your sleeves and see what God has in store for you? I am and the best news, we will be beside you all the way!

Let's do this!

Ultimate Productivity Challenge...

A 31 Day Challenge to Support You As You Step Up to Your Calling and Life Purpose!

31 days from now your home, life, homeschool, business or ministry can look radically different. In fact, commit just one hour a day to work on your challenge and you will never be the same. This will be a month of taking **massive action**. It will be a month of **stretching yourself and your capabilities**. It will be a month of **impact and influence**. It will be a month where you make time to do the things that will impact your bottom lines, your influence, your outreach, and your impact for this year and years to come.

Ultimate Productivity Challenge is a 31 Day Challenge where you will commit to work on your home, life, homeschool, business or ministry every day with our community.

It may be planning. It may be brain dumping. It may be working on your calendar or your schedule. It may be working on a list of things to do. It may be rewriting or revising old content or copy. It may be taking steps to do something very new that takes you outside of your comfort zone. It may be working on a project that has bottlenecked your progress. Each day you will take massive action. As you do, you will post your progress in our group where you will find accountability, encouragement, and great ideas that will take you even further than working on this by yourself.

That is not all!

Private Group Sessions

We have live group sessions each week on Zoom. These sessions will feature a quick topic then we will open the mic for group coaching to help you as you work through your challenges. You can bring your questions to the group where our team and fellow group members will help you. You will find support, encouragement, and practical ideas from one another. You will develop relationships that will forever impact your business. We want for you to join us live for every session, but we also understand the demands of your busy lives. We will have replays available of every session. Now, do note that missing the live sessions and listening to the replays will only give one credit for your challenge points. Also, it will limit your ability to access the benefit of group coaching. Make plans to join as many live sessions as possible. This 31 Day challenge is FOR YOU. Set aside this time for you and your business or ministry.

Our Zoom Room can be found here:

<http://www.CindyRushton.com/Zoom>.

Private Pop-up Sessions

We are planning surprise pop-up sessions on topics that are going to be a big help for you as you work on your challenges. These will be available only to our challenge members. We will

offer replays for a few of these sessions, but we really want for you to join us live so not everything will be available for replay.

Bonus Challenges

This is where we will have even more fun. We will have bonus challenges that can help you earn extra challenge points. Of course, these bonus challenges also help you to get things done and take massive action and help others take massive action.

Facebook Group

Get even more support and more awesome ideas on our Facebook Group. Here is where you go to join us:

<https://www.facebook.com/groups/SteppingUpToYourCall/>

For our challenge, you will receive points by submitting daily updates of three things:

1. What you accomplished during the day to work on your challenges.
2. Your big takeaway from our daily group sessions, pop-up sessions, or session replays.
3. Updates on any special bonus challenges.

Prizes

Not only will you have your home, family, business or ministry benefit from taking massive action, we have **fun prizes that you can earn as well**. Every person who completes the challenge as a finisher, will earn a prize. Completing the challenge requires that you finish one challenge of your own (counts as 10 points), plus earn a total of 50 points by the end of the challenge. Not only do you “win” by taking massive action toward ultimate productivity, but you also win a great prize!

For those who hit 150 points, you get the first prize PLUS you can earn a private coaching session with Cindy Rushton. The top 5 people with the highest points will receive access to an online event of their choice with Cindy. That is not all! Our challenge members will also be added to teams who will be competing against each other for a chance to win access to a special one-day “Intensive” with Cindy Rushton.

Points:

- 2 points per day for being live in the live sessions and posting a takeaway in our Facebook group.
- 1 point for listening to a replay and posting a takeaway in our Facebook group.
- 1 point for posting in the group what was accomplished each day.
- 10 points for each challenge that you complete and post a video in our group.
- PLUS! Weekly Bonus Challenges!

Ready to dig in?

This guide will provide you with a self-study plan for working on your challenges. The best way to get started is to read the next couple chapters and work through the journals, brain dumping, and planning in those. Then, take a look at the various challenges. Just pick one. Find the one that will make the biggest difference in your business or ministry this year. Perhaps choose the one that is your “next step” or something that has been nagging you for a while. Let’s work on that one first. If you get it done before the challenge is over, you may want to look through others and pick another. You can use this guide throughout the year to challenge yourself after this challenge is over. And...we will have a guide for you each week of this challenge.

Our goal for you is to help remove any obstacles, hindrances, lids, or limitations that have kept you from taking massive action. We want to see you step into this year fully prepared for your very best year ever! Let’s do this!

Secrets to Ultimate Productivity

It is a new quarter! We are kicking off the second quarter of this year. Has your year been productive? By productive, I mean:

- ☐ Producing large amounts of goods
- ☐ Engaged in production
- ☐ Achieving or producing a significant amount or result
- ☐ Having the quality or power of producing, especially in abundance
- ☐ Effective in bringing about
- ☐ Yielding results, benefits, or profits
- ☐ Yielding or devoted to the satisfaction of wants
- ☐ Completing something of worth and value
- ☐ Marked with abundant or effective results
- ☐ Producing abundantly
- ☐ Advantageous
- ☐ Beneficial
- ☐ Profitable, useful, worthwhile
- ☐ Valuable

How is your year going--What are you proud of?

Have you kicked off another big year? OR, just got busy with yet another year, doing the same-old-same-old?

Are you reaching your resolutions or are they collecting dust yet again? What does that look like?

Running the race or running in circles--Don't even want to talk about reaching for your dreams right now?

Are you taking massive action and ready to take next steps?

Finding yourself just a bit....

- Busy?
- Stressed?
- A bit tired and weary?
- Life spinning right now?
- A bit unsettled and uncertain?
- Feeling distracted?
- Sick of the constant chaos, distractions, and crisis situation?
- Overwhelmed, not sure how to bring it all together?
- Already had too many days that are totally unproductive?

Boy, do I understand! And, you are NOT alone!

Sweet friend, do you know what the numbers are?

Setting Resolutions...

1. 40-45% of all American adults make one or more resolutions each year.
2. 38% absolutely do not set resolutions.
3. 30% of "resolutioners" have "scaled back" their resolutions.

Now, look at how it goes...

- 25% will ditch their resolutions within the first week of the year.
- An addition 11% or 36% drop their resolutions by the end of January.
- Only 12% WILL achieve their resolutions with 8% achieve their resolutions every year.
- 24% (ONE IN FOUR) have never reached their resolutions.

Find yourself in there? Where do you fit in?

If you are like so many others, you began this year wanting something MORE. Maybe you counted down to this year hoping for some changes and wishing that you could get on track toward your dreams. It is NOT TOO LATE!

If you are like many in our tribe you are really crushing it, but you need to tweak some things to make it all come together.

This is the perfect time for us to pull aside and evaluate what IS getting done, what we want to get done, and how we are going to get what really matters done this year.

We ALL need the accountability.

We ALL need the time of evaluation.

We ALL need that shot of encouragement and inspiration.

We ALL need to look go through everything to tweak it for maximum productivity.

And, we ALL need friends to come alongside of us and show us how to get it all done!

Sweet friend, on January 1st, what did you want for this year?

Are you where you wanted to be at this point in the year?

Are you getting things done? What have you accomplished so far? List everything...

Are you getting the things done that you want to get done?

Is there something(s) that you really wanted to do this year but it is not happening yet?
Share about it (them)....

Are you constantly battling your STUFF?

How about the schedule--Busy all of the time, but are you PRODUCTIVE?

Or, stuck and have no idea how to get moving?

This is the challenge just for you! So glad you are here. The next 31 days are going to be gamechangers. Let's dig in deep!

Getaway and Get a Plan!

You have probably heard that **"failing to plan is really planning to fail."**

That is absolutely true. Many who get frustrated and quit along the way seem to have one common denominator--**THEY DO NOT PLAN!** Nothing whittles away at more time each year than a failure to plan. Dr. Donald E. Wetmore says that **"1 hour of planning will save 10 hours of doing."**

Our number one secret to ultimate productivity, if there were no other, has to be to getaway and get a plan!

Now, you may be saying, "Cindy, I just do not have all of this time to plan." "I spend plenty of time planning and never get anywhere." Well, this challenge is here to help you put your plans in motion.

Why?

I think you REALLY must know WHY if you are going to make it happen.

- Without a vision, people perish, burnout, just exist!
- Without a plan, we will not have the clarity on what really needs to be done.
- Without a plan, we will have NO IDEA what needs to be done each day to get where we are going.
- Without a plan, we will not have any idea when we are a success.
- Without a plan, we will not have the excitement of seeing it happen, acknowledging the success and feeling the accomplishment--it CAN still happen, but there is joy, enthusiasm, and excitement when we really take it step-by-step and accomplish our goals, plans, dreams, and life purpose.
- Without a plan, we have a tendency to dawdle, to get distracted, and to get off on rabbit trails.
- Without a plan, we will not really experience that motivating sense of completion when we are done.

We need to plan!

Take time to plan. If you do just one thing during this challenge, this will be your very best choice.

Get the Vision

Want to guard your productivity? It begins by getting a very clear vision and sticking to it.

Where do you want to be?

Describe your ideal day?

What are the differences between where you are and where you want to be?

When you think of yourself, are you where you want to be? What makes you proud of yourself?

When thinking of yourself, what is your number one personal need that will change everything?

What is needed to make it a part of your life today?

If you were thinking about where you are and where you eventually want to be, describe what that looks like. Describe now. Then, describe what it looks like, feels like when you are where you want to be.

It helps to get a clear vision of where you want to be. It will help you get a clear vision of what you want to be and do. It will give you a clear vision of what you want for your life, home, relationship, business or ministry to look like. It will also help you to know what it will look like when you are done.

SET GOALS!

Goals are the stepping stones toward the vision. Once you have a vision, you need to brainstorm--all of the steps or all that is included. Put it all on paper. This works for your big vision, your dreams, your business, your life, your commitments, your to-do's---down to the smallest task. For now, let's set goals.

Before we do, I have some bad news and some good news. First, the BAD NEWS--1/2 of those who have yearly goals quit by June. I also have some GOOD NEWS--1/2 of those who write their goals down each year reach them!

Wondering what it takes to make it more likely to reach your goals? Well, here are some keys to successful goal setting:

Make sure that your goals are:

- **REALISTIC**--Otherwise, they will frustrate you and discourage you. You will LOSE your motivation. They will move to that category of goals that are never achieved.
- **MEASURABLE**--You need to be *EXACT* and *VERY SPECIFIC* about what you want. You need to be able to measure it!
- **SPECIFIC**--What, why, and by when? Describe it? Be specific about what you want, why you want it, when you want it done! Be specific--the more specific the more likely you will be to reach it.
- **WRITTEN**--Write it out! It has been said that "Goals not in writing are just wishes." So, let's take some time to get them out of your brain and on to paper.
 1. Brain dump.
 2. Put them on your calendar.
 - Put on goals (projects, commitments, to-do's) per month.
 - Plan it out--with lots of margin (read that chapter).
 - Put one phase per week
 - Put to-do's per day.
 - Focus on each task until done!
- **CLEAR**-- Make sure that your goals are very realistic, measurable, specific, and clearly understood. Is it clear how you will get everything done?
- **DEFINITIVE**--Set a deadline!

Ok, now, let's take action and set goals together.

- **WRITE IT ALL OUT**--Brain-Dump. Get Everything out of your head and onto paper. Write down EVERYTHING--your vision, your goals, your wishes, your needs, your projects, your things to do, your ideas--project ideas/ideas for your business/ideas for your homeschool/ideas for your family. **How?**

1. Grab a Notebook

2. Grab some time to Brain Dump. Dump it all out of your brain--
EVERYTHING!

3. Keep it with you. Now, this is one of my big productivity secrets! Keep it with you so you can add to it all along the way and work it all along the way. I get MORE done each year by squeezing in my things in my *BRAIN-IN-A-BINDER*. You can too. It helps to snag those bits of time when we can grab them. It helps us to get so much more done in a year—the big stuff.

4. Have a plan to WORK IT!

- Yearly--choose the biggest projects, events, and topics for your calendar, then schedule monthly projects, events, and topics for the year.
- Monthly--Sit down and plan a project for the month out.
- Weekly--Plan your daily tasks toward finishing your project.

5. Regularly Evaluate--Hold yourself accountable! Each day look back over what tasks were scheduled. Celebrate all tasks that you completed. Reschedule any tasks that need to be moved to the next day. Schedule your next day the evening before. Each week do the same for weekly planning. Set a deadlines for everything and evaluate daily, weekly, monthly, quarterly!

• **TAKE TIME TO MAKE TOOLS!**

- To-Do Lists - Make a big long list! Make daily to-do's (Post-it Notes)
- Checklists
- Set Up Systems/Routines

***Just a note**—whenever I am working on projects or chores for the first time, I make a list of things to do and order that list as close to step-by-step as I can. I use it as a checklist while I am working on that project or chore. If I find something that I forgot in my planning time, I add it in. After I am finished, I go back over the list to see if everything is included on the list. Then, I save that list until the next time that I need to do it. My planning time is so much easier. Inevitably there are things that I forgot and add in the next time through. Those lists become better and better. Sure, later if I do a certain task, project, or routine a lot then I don't really need the list. It becomes a habit or a lifestyle. Of course, there are the times that I haven't done something in a long time. I am always glad I wrote it all down. Give it a try. It will help you find ultimate productivity!*

- **SET DEADLINES.** I mentioned deadlines a few times already, but they really need a special emphasis. This is so vital. We NEED Deadlines to be productive!

Deadlines will...

- Keep you on task

- Keep you focused
- Keep you moving forward
- Keep you motivated
- Keep you productive

Of course, IF we use them properly!

Deadlines MUST BE...

- Clear--Set the date
- Reasonable--Allow plenty of time!
- Firm--Nothing can put fire under you like making it happen!
- Rewarded--Of course--countdown to a REAL reward!

Speaking of making it happen, how do we do that? Let's go over how?

1. Brainstorm/Brain-dump. Put all steps/ideas on paper.

2. Get a vision. Get it clear in your head and get it clear ON PAPER.

3. Put each step/idea on the calendar.

4. Set aside time each day to work on it. Non-negotiable time. Set apart!

5. Check for Progress. Have a set time to evaluate and check for progress. If behind--Catch up. Not moving--check to see if you need a clearer vision or more specific tasks or to fire yourself up.

6. Keep on Moving. How do you eat an elephant? ONE BITE AT A TIME!

7. Reward Yourself WELL. Give yourself a treat!

Invest that time planning. Plan, plan, plan. Pre-plan EVERYTHING. Think it out. Write it down. This is a big, big secret to ultimate productivity!

What tip would help you with planning?

How will you implement it?

Challenge #1 : Plan!

Set aside time to plan. Share in our Facebook Group what you are doing for your plans. Share how this will make a difference in your life, business or ministry. See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall/>

ORGANIZE!

Want to be productive, then get and stay organized! Nothing can bog you down, cloud up life or your brain quite like...chaos, messes, clutter, lack of order, or disorganization. Want to be productive? Organize! Get and stay organized.

1. Organize Your Life!

Let's talk first about your life. Do you love your life? What do you love and what would you like to change?

Where do you want to be?

By the end of this month what do you want to be and what needs to be changed?

How about this year? What do you want to look back on when you ring in the New Year?

2. Organize Your Brain--Ideas, Dreams, Goals, Plans! Set up your own “Brain-in-a-Binder” to help you manage your life. Brain-dump. Use a to-do list to get things done.

Challenge #2: Set up your own “Brain-in-a-Binder” and organize your life.

Your “Brain-in-a-Binder” can be set up however you prefer. Just take some time to think through what will help you to keep organized. Do you need a calendar? A place to brain-dump ideas? Organization for your home? A place to set up your schedule? A place to keep to-do lists? What do you need? How can you set your organizer up so that it helps you manage your life? For the challenge, set up your own “Brain-in-a-Binder.” Share your process and pics in our group. It would be great if you made a video explaining it, although that is not required to finish this challenge. Have fun! See our group here:

<https://www.facebook.com/groups/SteppingUpToYourCall/>

3. Organize Your Day

- Take time to set up a DOABLE schedule. Set up routines--it makes a BIG difference! Set up systems that will support you and make each day easier. Use your planner, post-its, and the ideas later in this book.
- Do remember to always schedule in lots of margin so you have space in your life for the “treasures.”
- Stay flexible and adaptable!

Think through your day. What does a perfect day look like?

4. Organize your Stuff!

When I was growing up, I heard that saying, “Everything has a place, everything in its place!” But, where do you start?

- **Allow NO CLUTTER!** Use it, put it in its place, give it away, or trash it! Clutter costs you and your family with productivity. It also affects your creativity and the atmosphere of your home. Take some time to wage war against clutter.
- **Set up Systems.** Systems will save you. Here are a few that have helped me through the years:
 - Notebooks--for all of those papers, schoolwork, ideas, projects.
 - Daytimers—Make your own Brain-in-a-Binder—include your schedule, brainstorm, to-do list, etc.
 - Computer Files--Organize, back-up, make it work for you.
 - Smart Phone and iPad/tablet—I call mine “Cindy’s Brain” and use it as a personal assistant. It helps me organize everything—personal and professional. Whatever area that you need to organize, I can already imagine that there is an app for that.
 - Keep what you need together--tote, desk, nook.

Getting organized is not just "another" thing to do. Getting organized gets you on track so you can be focused, efficient, and very productive!

Challenge #3: Organize Your Stuff. If you are sitting in your home right now, look around. What gives you stress? Is there a way to organize those things? Do you have systems in place for each area of your life? For your challenge, evaluate your stuff. If there is clutter, use it, put it in a place, set up a place to put it, give it away, trash it. Decide which systems will support you and set up systems that will support you. Share your process and pics in our group. It would be great if you made a video explaining it, although that is not required to finish this challenge. Have fun! See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

3. GET AND STAY FOCUSED!!

This is a biggie!

Turn with me to Philippians 3: 14 (THE MESSAGE)

But I've got my eye on the goal, where God is beckoning us onward to Jesus. I'm off and running, and I'm not turning back.

Also, peek at Hebrews 12: 1-2 (THE MESSAGE)

Do you see what this means all these pioneers who blazed the way, all these veterans cheering us on? It means we'd better get on with it. Strip down, start running and never quit! No extra spiritual fat, no parasitic sins. Keep your eyes on Jesus, who both began and finished this race we're in. Study how he did it. Because he never lost sight of where he was headed that exhilarating finish in and with God He could put up with anything along the way: Cross, shame, whatever. And now he's there, in the place of honor, right alongside God. When you find yourselves flagging in your faith, go over that story again, item by item, that long litany of hostility he plowed through. That will shoot adrenaline into your souls!

God has really been dealing with me about my vision the past few years. This has been a big, BIG lesson for me the past few years. It is funny how God has been showing me that I am not seeing big enough. He has been showing me this in big and small ways the past few years, while asking me to dare ask what it would look like if I were seeing through His eyes.

It all began when I started getting horrible headaches--unexplained. Sometimes early in the morning.

I would wake up and not be able to see clearly--things were blurry...out of focus.

I was missing things.
Things were all mixed up.

Finally, I was convinced to go to the eye doctor. The first minutes of the exam were excruciating--I got the worst headache I had had in a while--that was BAD!

My precious doctor delivered the news--my eye muscles were not working properly--

They were not focusing.

They made my vision blurry.

They were out of focus and difficult to pull back into focus.

I didn't have clarity.

I was missing things--I was missing details because my eyes were not focusing properly!

I wonder how many of us have this problem IN LIFE?
Is it the reason that we don't see many NEW THINGS
Many changes
or ANY new things?
ANY changes?

What do you think?

I think so!
We NEED focus!

It is sooo like this with our LIFE! So, how do you get and stay focused?

- **Know Your WHY!**
WHY do you want it?

Can you SEE IT? What do you see?

Can you WRITE IT? Write it out.

Keep it before you. In each thing that you do, you need to know your “why” if you want to be most productive.

- **Know what you want!**

We need vision. We need CLEAR vision. If we cannot see what we want, we will not be able to get where we want to go. We must see it. It needs to be very clear before us. Wondering--how can you see it if you are not there yet? You see it by vision by faith. It has to be on our hearts. We have to press toward that mark. Here are some questions to ask :

What is it that you really want?

What do you want for your life to be like?

How is it different from life right now?

What will it take to get there?

What is one thing that you can do today that could take you one step closer to that vision?

What do you need to bring into your life?

What do you need to get OUT of your life?

Really take some time to think these things out. It will make a huge difference in your life.

- **Know what makes YOU focus.**

Do you work best under pressure or without pressure?

Do you work best with tight deadlines? Last minute?

Do tight deadlines and last-minute pressures distract and overwhelm you?

Know this about yourself! Plan your work around what makes you focus!

- **Work on your "Things To-Do" each and every day!**

This means that you work--Not just on STUFF, but on tasks that count. One thing that I do every day is a minimum of one-hour a day dedicated intentionally to work on those things that I really want, however found myself never getting around to doing without intentionality. Working it into one hour a day makes it doable for me. It helps me to get a lot done simply because it has my complete focus.

Is there anything that you really want to get done, but it is just not getting done? What is it?

Could you set up one-hour each day to focus on that one thing? What would that look like?

How can you help yourself to succeed by setting up systems to help you work your “to-do” list? What systems would help you?

Set up time each day to not just work on stuff, but on tasks that count. Set it up to help you stay productive, help you reach your goals, help you make progress, help you bring satisfaction, and help you get great things done! The things that really count!

- **Finish bit-by-bit!**

This is sooo important! I really enjoy getting lots done. By nature, I love having big projects that I finish. I love working on a lot of projects at any given time. For me, it works and keeps me stimulated.

If there is one questions that I am asked the most, it is how I do it. But, the way that I do it is bit-by-bit, I have a steady pace day-in and day-out. I work on SOMETHING every single day. I set aside blocks of time for each project or responsibility. When it is time to work on that project or responsibility, I work with intense focus.

It gets easier and easier.

If you are starting out, it is going to be a little more difficult, but as you learn how to do things and how to pace yourself, it will get easier and easier. Sure, as you learn a new task, there will always be a learning curve, however you will eventually look back to find that your capacity will increase. You will look back to see great things.

For now--

- Develop good habits.
- Manage your home well.

- Establish your business or ministry.
- Build momentum.
- Set YOUR pace.
- Get a good pace that balances it all--then you can better stay focused.

What are you learning right now?

Look back for a minute. How many things are working well in your life because you have already been through the process to make them work well?

Do you remember how challenging it was for you at the beginning? What was that like?

Celebrate your accomplishment!

What is your “next thing” that needs to be implemented at this time?

What can you practically do to support implementation at this time?

- **Fight the Urge to Stray!**

Yes! One of the biggest reasons that we are not productive is distraction. What distracts you?

Email, offers on the internet, chat on the internet?

Facebook? EEK!

Things at church?

Things with friends?

Too many things that you COULD do--like a dog chasing its tail or Ellie chasing toys?

What is your distraction?

- **Get a clear vision for each week--each day!!**

Plan your week ahead--Saturday!

Plan your day ahead--the evening before!!

Work your plan all throughout the day—keep your list in a central location and review it as you go through your day.

- **Determine what you WILL NOT DO!**

Ready for a big tip that will give you results? Intentionally eliminate and selectively procrastinate! Yes, I am recommending that you procrastinate so you can focus on what you are doing. If the things are still there and tempting later, do it. But, get things done NOW!

Want to be productive? This is a big secret! Get and Stay FOCUSED!

That brings me to the next thing...

4. Set Up A Schedule that Works for You and Your Family!

Nothing is more frustrating than having a vision, setting goals, getting your plans, getting organized, having a heartbeat for what you want to get done, but ***NOT HAVING TIME TO GET IT DONE!***

You know--those interruptions.
Those constant distractions.
Those crisis situations.

What do you do?

Well, beloved, if you want to truly be productive, your big key is to set up a schedule that will work for you and your family and DO IT! STICK TO IT!

So, how do you do it?

1. Set up a Framework to your Day.

The only key to consistency and success! Need help? Here are some past recordings that dig into scheduling:

10 Super Secrets to Scheduling Success

Part One

<http://www.cindysdesktop.com/wp-content/uploads/2007/ESFFSession5a.mp3>

Part Two

<http://www.cindysdesktop.com/wp-content/uploads/2007/ESFFSession5b.mp3>

2. Develop routines

Routines are the tracks that a smooth life run upon.

What are the daily tasks that need to be set into a routine to make things easier?

3. Find the time thieves and cut them off!

What are the time thieves that steal your time and rob your productivity?

- ☐ Busyness
- ☐ Over-commitment
- ☐ Lack of focus--have no idea what you are to be all about.
- ☐ Lack of priorities
- ☐ Messies
- ☐ GOING too much
- ☐ Poor planning
- ☐ Procrastination
- ☐ Dawdling
- ☐ Failure to delegate
- ☐ Unclear expectations
- ☐ Unclear goals
- ☐ Phone
- ☐ Internet-email
- ☐ Games--video/internet
- ☐ Unproductive pursuits
 - ☐ Games--video/internet
 - ☐ TV
- ☐ Repetitive tasks
- ☐ Empty time
- ☐ Other:

4. Find time savers!

Find ideas for saving time in areas where you are bogged down so you can be productive:

- ☐ Easy Meals
- ☐ Chores
- ☐ SAYING NO!
- ☐ Planning
- ☐ Developing systems
- ☐ Choosing the best--trash, trinkets, or treasures?
- ☐ Setting up your home to learn/function properly

5. Constantly simplify.

Is there anything that is “hard” right now?

What if it were easy? How would it look?

6. Organize (gone there already!)

7. Make and USE To-Do Lists.

What do you need to do?

Have you “written” it down and brainstormed what is needed to get it done?
Which things need to be brainstormed?

Is your ”to-do” list prepared for the tasks that you need to do today or tomorrow?
What does it need?

What system do you have in place to work on your “to-do” list?

8. FOCUS!

On a scale of 1 to 10, how is your focus?

What can you do to be more focused?

- ☐ Working on the next step?
- ☐ Getting things done?
- ☐ Moving forward?
- ☐ Other

What needs to go so you can be free to focus on what really matters to you?

9. Tweak your schedule for maximum effectiveness.

What ONE THING could make your schedule more effective?

10. Stay flexible and adaptable!

What areas of your life need more flexibility and adaptability to make everything come together and work?

Challenge #4: Set Up Your Schedule and Share It!

Take some time to think through your perfect day and week. Decide how to make that your reality! Set up your schedule for the day, week, month, and year. Then, make a video explaining it and share in our community. Submit a PDF copy of your schedule to Cindy. Have fun! See our group here:

<https://www.facebook.com/groups/SteppingUpToYourCall>

5. Start Each Day Well--Start Each Day Right.

Start Your Day the Night Before!

Note—The Hebrew day begins the night before at sundown and ends the sundown of the following day. Start your day the evening before. Get your plans for the next day.

Quiet time—

Begin your morning with Him.

Give your day and your plans ALL to God!

Let Him order your day and prepare your heart for whatever lies ahead.

Set up Your To-Do List for the Next Day

Always be ready to roll! Then, you will wake up without any questions of what you should or should not do. You are ready to go!

BUT! Also, be ready to lay it down!

Flexi-adaptability—be flexible. Be adaptable.

Try this one. See if it doesn't help you to experience ultimate productivity!

How will you implement this? Make a plan!

Challenge #4: Start Your Day Well 10 Days in a Row.

Give this a try for your challenge. Each evening plan your day ahead. Begin your morning with a quiet time, then hit the day with purpose and intention. Work on your #1 thing to do. Work the to-do's involved. Then, each day make a video or go live each day sharing how your day went and what you were able to do. Share in our community. Have fun! See our group here:

<https://www.facebook.com/groups/SteppingUpToYourCall>

6. Prioritize!

We all have priorities. They may not be what we think or say that they are, but we do all have priorities. Let's make sure that our priorities lead us toward ultimate productivity. Wonder how? Let's work through them and prioritize...

- **KNOW and STICK TO *YOUR* PRIORITIES!**

We all face a million options for how we spend our days, weeks, months, years, and lives. The difference in those who get things done and those who end each and every year disappointed usually has one pivotal difference--yep, **priorities**.

OH! We may all KNOW our priorities, but there is so much more--we need to live them and stick to them!

BUT...HOW DO YOU DO THAT???

Go back to point one--your foundation--who are YOU?

Why are you here?

What are you to be all about?

2. Next, what needs to be in each day?

What are YOU to do that no one else can do?

What is the MAIN THING—YOUR Main Thing?

3. Set up your day around your priorities.

Plan your day around your priorities first! Pull back, look at your day--set your schedule up around what you are supposed to be all about--what you need to do each day--your main thing. Ask--what is included in my perfect day. What **MUST** I do each day? What can **YOU** and **ONLY YOU** do?

4. THEN, IF you have room (time and energy) for extras, fit in those around your priorities.

But, want to know what usually happens? We get PICKY and we let those "extras" go! Of course, if we don't take the time to really evaluate what our priorities are supposed to be, we will do those extras that don't count and not have room for what really matters.

Get to know your priorities. Set up your day around your priorities first. Then, stick to your priorities. See if you don't get more things done that really matter!

Oh! And, this brings us to the last thing...This one is a biggie!

7. Be on Guard Against the Enemies of Productivity!

Ok, of all the things that we will look at during this challenge, you have **GOT TO KNOW THIS ONE**. You have a very real enemy who absolutely *does not* want to see you getting things done. In fact, he will thwart your every move! Of course, GOOD NEWS! You have God on your side. He gives us everything we need to succeed: leadership, weapons, strength, authority, power, and even a full army to fight alongside of us. We can be productive, but we must be on guard.

Want to know how the enemy hits you? Let's brainstorm some of his tactics. Check the ones he uses on you:

- ☐ Busyness
- ☐ Time thieves--trash, trinkets or treasures
- ☐ Off balance--out of balance
- ☐ Clutter
- ☐ Perfectionism--Hung up on the details that don't matter
- ☐ Procrastination
- ☐ Hindrances and Distractions
- ☐ Others:

Stuck? Get UP and Get MOVING!

Sweet Friends, let's pull back, take off any of our masks, lay down our super-mom capes, and get real.

If you want to live a life that counts...

If you want to get things done...

If you want to reach those resolutions...

If you want to get those to-do's DONE...

If you want to reach for your dreams...

If you want ultimate productivity...

You have got to stick with me here--**THIS CAN CHANGE YOUR LIFE!**

What gets YOU stuck?

- ☐ Overthinking while others are taking action?
- ☐ Seeing others moving forward, getting things done, and getting ahead? (leaving you in the dust?)
- ☐ Not taking action?
- ☐ Mindset OFF and you can't get back on fully?
- ☐ Discouraged? Burdened? Frustrated? Tired? Weary?
- ☐ Have you just about had it--just about given up?
- ☐ Tired of procrastinating?
- ☐ Time just keep running out—day-after-day, month-after-month, year-after-year?
- ☐ Everything messed up, messy?

Well, beloved, it is time to get up and get moving toward ultimate productivity.

Get Up and Get Moving...But, HOW?

1. Debrief!

Debrief means to interrogate (a person who has recently experienced an event), to obtain information about that experience; -- used especially of military pilots or diplomatic agents who have just returned from a mission.

A debriefing or psychological debriefing is a one-time, semi-structured conversation with an individual who has just experienced a stressful or traumatic event. In most cases, the purpose of debriefing is to reduce any possibility of psychological harm by informing people about their experience or allowing them to talk about it.

Debriefings originated in the military. This type of debriefing is used to receive information from a pilot or soldier after a mission, and to instruct the individual as to what information can be released to the public and what information is restricted. Another purpose of the military debriefing is to assess the individual and return him or her to regular duties as soon as possible.

Debriefings are used by grief counselors and disaster workers as part of an emergency intervention to help people who have recently experienced major loss or suffering. These cases include hurricanes, earthquakes, school shootings, and other situations that involve fear, injury, extreme discomfort, property damage, or loss of friends and loved ones. The goal of the debriefing is to reduce the likelihood of post traumatic stress disorder, or other psychological problems. Crisis intervention debriefing is also known as Critical Incident Stress Debriefing.

Dear friend, been stuck in the enemy's camp? It is time to DEBRIEF!

- **Pour it out. Pour it ALL Out. Surrender!**

- Heart Dump!
- Brain Dump!
- Business Dump!
- House Dump!
- Life Dump!

Is there anything that has been burdening you? Share...

Is there something that has held you back from stepping out and stepping up?

Is there something that has you stuck and not moving forward--what is it?

The biggest reason that so many people are stuck is because they are carrying burdens that God did not intend for them to carry. There is freedom. You don't have to carry a load. You can run to the cross. You can cast your burdens at the foot of the cross.

Whatever you have been through...
Whatever you have DONE...
Whatever you have experienced...

Everything can be left at the cross. Pour it out. Pour it ALL OUT!
Surrender it to your Lord!

- **Declutter!**

Ok, we mentioned it already, but this is the time to really attack it. It is just too hard to have clutter and ultimate productivity at the same time. Ever noticed how distracting and time-consuming clutter is? Have things been messy for far too long?

One of the biggest things that helped me to finally learn how to organize my very messy life, home, ME was when I learned that you cannot organize clutter--it must be eliminated, dealt with, attacked. Are things cluttered?
Then, it is time to de-clutter EVERYTHING—

- **Declutter Your Heart.** Clutter of the heart will not go away! We have to simply let things go, even the hard things. We cannot ignore it or let it hang around. We have to deal with it.

How about you—Is there anything cluttering up your heart? What is it?

What will you do with it?

- **Declutter Your Brain.** No one can focus and get things done with everything floating around their brain. Let's work through getting those ideas out of your brain and into action:

1. Getaway!

Want to know one of my big, big secrets to being productive, prolific and producing resources that I love? You have got it!

GETAWAY

Getaway and get a vision. Get it all out of your brain and into action. Brain-dump. Brain-dump everything - everything in your life. Brain-dump your projects. Brainstorm. Get organized and ready to go. Brainstorm it. Outline. Put it in order. Get it all in a notebook. Get your checklists together--to keep you on track. Pull back for a getaway. It will help you get on the right track.

BRAIN-DUMP

It is your key to focus and productivity. I mentioned this biggie but, this is a big secret. If I could recommend one thing that can change your whole business, this is it. Let's look at why?

1. Get those ideas out of your head and onto paper.
2. Clears your mind so you can focus--if an idea comes swirling in, you have a place to put it.
3. Helps you to get a vision of your project.
4. Keeps your ideas in one place (You can re-purpose them—keep that in mind.)
5. Develops ideas and plans more fully.

So, getaway and brain-dump. Actually, this is a regular must in order to truly be most productive--getaway and brain-dump!

Heard me talk about brain-dumping, but wonder, "What on earth I am talking about?" Let's walk through the process...

- **Get out a big journal/notebook.** (I have one notebook for everything that I am working on this year--my Idea Notebook/Brain-in-a-Binder. When I begin working on a big project, I pull the outlines and brainstorms out of my-- Idea Notebook and I set up a Project Notebook—More on that later.)

It doesn't matter what type. If you don't like it or it doesn't work good or you, you can always try something else next time! It is best if it is new and unused--you

want to only use it for your ideas. (I call mine my Idea Notebook –My Brain-in-a-Binder).

- **Dump Your Brain!** Let's make the list of all lists. On one page write--**Things To Do**--dump out everything you can think of! You may want to include steps to projects, work on your website, checklists, any things that you want to get done for your business or home.

Wonder why we do this? This takes up valuable space in your brain. Brain-dumping frees your mind up to truly focus. Plus—these are the things that so many people forget to do while they are writing and working on projects. Then, they wonder why they have their book out and available and no one wants to buy it. This part has to be done. It takes time for this to work. We will always balance these things. But, we do it while we write and produce. We keep it up while we move on to the next project and the next--because we are building a business or ministry—not just writing *a* book. Get it all out of your brain. Dump all of the things that you can think of into your notebook.

On another separate page—**Project Ideas**--You may want to think of each type of product or you may want to think of the topic and brainstorm it out--I use topics because I re-purpose them into blog entries, articles, audios, workshops, book chapters/books, seminars, coaching programs, memberships, etc. You can list ideas for each type of product, different products on the same topic, what they include, etc. Do it your way. Include everything that you need for the project.

I put these in different sections for different parts of my business--Quiet Times, Marriage, Mothering, Homeschooling, Homemaking, Home Business, Organization, etc.

I also have different sections for different aspects of my ministry--sometimes I get ideas just for those—The Cindy Rushton Show, Marriage 911 Flight Plans, Talk-a-Latte Mommy Club, Stepping Up to the Call Membership, Online Events/Summits, Facebook Lives, Coaching Program, etc. Some of these are going to be detailed projects--seminars, books, studies, etc. Set up a separate page for each of them. Brain-Dump all possible chapters/sessions/articles/etc.

- **Brain Dump.** Get it all out of your brain and on paper. This is BIG! After you do it...

How does your brain feel?

As you brain-dumped, did you get a clarity--what is clear now?

Could you see some of your projects more fully/clearly? Explain...

Could you feel more excitement/passion for some of the projects? Do you have one that you simply must get going? Tell about it...

Did you see some common themes? Categories that YOU are called to share on? Can you see how they come together? Explain...

- **Go Back Through Your Pages.** This is going to be a "regular thing," a regular discipline. Make plans to regularly get away. Get a big cup of tea/latte. Get it all out--Brain-dump. Brain-Dump everything in your life. Brain-dump your project. Write down everything that comes to your mind. Get it all out of your brain. Brainstorm. Get organized and ready to go—brainstorm, outline, get it in order, get it all in a notebook.
- **NOW WHAT?** These are your goals--some are immediate, some are long-range--some are small, some are biggies (big dreams). These are the projects that you are going to work on. These are your to-do's. These are your plans. This is your action plan. **This is your helper—your Brain-in-a-Binder.**
 1. Use these as your plans for your books, articles, podcasts, livestreams, audio sets, memberships, coaching programs, challenges, ezines, events, and Mastermind retreats.
 2. As you plan your year/month/week, go back to your list and see what can be fit in--things to do/topics or projects that you can work on. (Yearly plan, Monthly plan, Weekly Planning, Daily Planning)
 3. Have an idea or something-to-do pop up? Add it to your list. Dump it out! Remember—this is a discipline or a lifestyle.
 4. Get something done? Highlight it. Mark it off. Celebrate.
- **About Your Notebook** - I am often asked about what to do if your notebook is too chaotic or messy after you brainstorm. If this is distracting, brain-dump, then copy it into a pretty journal that you can carry with you in your tote or in your purse (preferably). This is convenient. It is a reminder of what you have done. It challenges you to reach for your goals--the big ones.

IDEAS: WHAT DO YOU DO WITH THEM TODAY?

1. Decide Which Topic for Today!

What's your vision? Work your vision! (Get a clear vision and it will give you clarity on what is most important. Look first at your purpose, vision, message!)

What's your passion?

What content do you already have? Re-purpose it. Got content that gets buzz?
USE IT! What do you have?

Do you have any projects almost ready to go? List...

What is needed?

What should be first?

What are they asking YOU about the most?

What will open up the bottle-neck?

What will create momentum? (What will fuel YOU?)

What will have the greatest impact?

2. Decide what type of product. 1st—keep in mind that nothing limits you! In fact, want to build a productive, prolific, and very successful business? Think business. You can build a business around one simple idea/technique/how-to. Choose your type of product for this project:

Print:

Books
Printable pages
Ebook
Special Reports-->Full books
Checklists
How-to sheets
Manuals
Planners
Newsletters (Paid Newsletters)
E-courses
Membership Sites--FT Memberships, Communities, Product Membership Sites
Home study courses

Audios:

Single audio (CD, Mp3 download)
Audio club--Monthly teleseminar/Monthly audio (Marriage 911 Flight Plans)/Monthly Audio Set (Talk-a-Latte Mommy Club)
Set
Audio E-courses
Bundles--Collections on a topic, Everything you need on a topic.
Studies--Bible studies, study through a book (your book—Ministering to the Heart of Your Child/Oops! My Cup is Empty and My Coffee Pot is Broken.)
Seminars--Companion workshop (Notebooking/Language Arts the Easy Way)
Membership Sites
Home study courses (Online/Mail-Order)
Challenges
Online classes/teleseminars/webinars
Coaching--Group/Personal/Coaching Clubs/Personal Study

Videos:

Vlogs
Video E-courses
Tutorials (Zoom, Camtasia/Snag-it, Screenflow, Screen-Capture)
Challenges
Coaching – Weekly Recorded Sessions, Membership Page, Group and Personal Coaching options, DIY E-study
Webinars/Online events on video
Seminars on Video

Online Teaching:
Classes
Webinars/Seminars
Coaching
Bible/Book Studies
Podcasts
Teleseminars

You Can Take All of These and Combine Them Into Great Products and Services:

Single products
Bundles
Sets
Online teaching--book studies/studies/classes
Membership Sites--Communities, Fixed-Term memberships, Individual Memberships
Coaching—Challenges, Hot-Seats, Group, Personal, Coaching Clubs, Personal Study, Triad Coaching, Mastermind/VIP.

Got your ideas? Now...

DECIDE WHICH TOPIC.

DECIDE WHAT TYPE OF PRODUCT.

3. SCHEDULE TIME TO PREPARE IT!

(Brainstorm all of the things that need to be done to get it done--more on that in a bit.)

4. SCHEDULE TIME TO DO IT!

(Put it on your calendar--next point! :))

5. GET BUSY! GET IT DONE. We are not just brain-dumping, we are brain-dumping with purpose. We are going to use everything. We are just going to use it so that you can get things done. We are going to build a rock-solid lifestyle that is productive and prolific. This is how we build a profitable business or ministry. We are going to get a pace that allows things to happen in our business without neglecting our greatest treasures—our relationship with God, our family, ourselves!

Now, on to the next point...

3. PLAN YOUR YEAR!

Yearly planning – Develop a yearly, monthly, weekly, and daily calendar. Get a good look at your calendar/what projects work best. If I am not certain when I sit down, I use POST-IT notes. Plan for momentum. Plan for maximum impact. Plan for productivity. Again, your planning is what can set you apart. It sets you up for success.

Set Firm Deadlines. Begin now to "map" out your yearly schedule for the next 12 months—Yes, in the middle of the year. Look at projects that you want to do. Look at good release dates. Pencil (or POST-IT) into calendar. Each month--pick your project.

Challenge #5: Plan Your Year!

Set aside time to plan out your year. This challenge will require that you follow this entire section. But, as you brainstorm your topics and set up your calendar, plan to make a video or go live share your plans in our community. Have fun! See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

4. PLAN YOUR PROJECT!

It is now time to organize your project for success. Ready to dig in? I want to bring you a little deeper into my life and my personal disciplines. You can have all of the "how-to's", all of the equipment, all of the ideas (even outlined)...BUT! This is what will determine whether you are a success. This is what will determine whether your business is as profitable as it can be. This is what I think will separate all of you from those who work just as hard, have as many ideas as you, and have REALLY GOOD IDEAS!!

If you want to get it done every month of every year for the long-haul and not just dream it, plan it, brain-dump it, here are some things that will help you...

Ready?

HOW TO ORGANIZE YOUR PROJECT FOR SUCCESS:

- **Organize your ideas to work productively.** We have already gotten started with this, but let's apply it here. Set up an Idea Notebook--Brain-in-a-Binder. Brain-Dump for your project. Then, pull out all brainstorms/ideas on the topic. Set up a **PROJECT NOTEBOOK**. I set up one notebook per book, seminar, or

project. That helps me to easily find content on a topic. After your Project Notebook is set up, then you are ready to brainstorm and research more! This brings me to the next thing...

- **Brainstorm and Research.** You have your ideas, you have your notebooks. Now, develop those ideas. Develop your ideas so fully that you have the perfect resource on your topic. Brainstorm and research until it becomes the most complete that it can be (you CAN add to it all along the way). The vision is that your Project Notebook needs to contain everything that you need to produce the very best resource on your topic. It is “your spot” to go for all of your brainstorms and research on that topic. This does not mean that everything will go into your book, project, podcast, workshop, or manual. It means that this will be your own resource that you can go to when you need to develop an article, a blog post, a podcast, a seminar, a coaching program, etc.
- **Plan to plan.** Plan your project. Set up daily things to do to get it ready. One day it might be to write a certain amount--1 chapter? Another day it may be to plan all of the steps for getting your project ready to go. Another day it may be to set up daily to-do's for the month. Remember that the planning is as important as the creation of a project. Also, remember that “failure to plan is planning to fail.” At minimum, it is a lot harder to do a great job in ministry or business without planning. So, work it!
- **Plan your schedule (see the section on this in our challenge).**
- **Plan your life.** Let's camp here for a minute...

What do you want your LIFE to be like?

Does your lifestyle support you well enough to make it happen? What needs to be different?

Plan! Plan your life. Invest time planning. It is essential. If it takes pruning or setting limits on your day to make things happen, dare to do the hard things to change. Then, You will stay fresh, focused, passionate, and moving forward. You won't get foggy, cluttered, burned out, or upside down. This time is so important. Take time to plan. Then, work your plan!

- **Set Deadlines.** Put on your calendar. Set deadlines for small tasks and the overall project.
- **Brainstorm.** Brainstorm all that needs to be done for launch. While you are brainstorming why not set up checklists to help make it easy during the process and in preparation for future projects? You will use these for managing your project now and you can use them in the future. This is a system that will help you to have maximum productivity. You won't have to "re-invent the wheel" when you sit down to work each day, during the process of your current Think about checklists that will help you get through the process of producing your project:
 - Brainstorming steps
 - Outlining—preparing your ideas to write or record

- Recording or writing—steps and how much needs to be done each week/day
- Editing reminders
- Set-up steps
- Steps for getting online
- Steps for working on your website or adding content
- Sales and product download process
- Uploading content, posting, and linking on website or online platforms
- Download page set-up process
- Salesletter creation steps
- Mailing list or email broadcast steps
- Freebies – steps in production, steps in sharing, ideas for promoting
- Launch and marketing (promo tools) steps and ideas

Wondering how to create your checklists?

- Brainstorm--put into order.
- Develop checklists
- Develop to-do sheets
- Keep in a file on your computer or in a notebook for business processes
- Add to-do's on your calendar as monthly/weekly/daily to-do's

Challenge #6: Develop Checklists!

Your checklists are going to be some of your favorite productivity tools. Is there something that you are working on that has a lot of steps that you don't need to forget? Are you needing clarity on what you need to do each step of the way? Don't keep that on your mind while you are creating. Take time to brain-dump those steps and put them into an order of when things need to be done. Sure, you will miss some steps at first. Just add them into your checklist for the future. Your checklists are going to be developed over time. Keep them in a notebook for all of your business processes. Then, you will have them for easy reference and planning all through the years. For this challenge, develop five checklists for your current projects. Make a live video explaining what you are doing and share your video and your checklists in our community. See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

This brings me to the next thing...

- **Work Your Plan!**

You have made your plans, now how do you get things done? Almost 75% of my coaching with clients is at this step—implementation. Almost 98% of the failures I see in business or ministry come from getting stuck at this point. So, here is what the process looks like as you work your plan:

EACH YEAR:

- Retreat to seek God for the “Word” and direction for the New Year.
- Seek to Hear His heart for topics and projects that you should address over the course of the year.
- Prepare a “penciled-in” plan for the year.
- Brain-dump topics and projects on your heart currently.

EACH MONTH:

- Retreat to seek God for the “Word” and direction for your projects/messages for the upcoming month.
- Make final decision on your projects and messages that you will work on.
- Brainstorm all that needs to be done.
- Set firm deadlines for the overall project.

EACH WEEK:

- Retreat for a quiet time with God to seek God for the “Word” and direction for your projects/messages for the upcoming week.
- Brainstorm all that needs to be done again--in great detail.
- Evaluate--missing anything? Need more work on something?
- Make to-do lists.
- Put on your weekly calendar—I use Post-It Notes so I have “flexi-adaptability”—so I stay flexible and adaptable to God’s actual plan!

EACH DAY:

- Begin your day the evening before with a quiet time with God to seek God for the “Word” and direction for your projects/messages for the next day.
- Add your top three to-do’s to the schedule for the next day. Get together anything needed so you are ready to crush it the next day.
- Wake up in worship and again bring your day ahead and your plans before God.
- Hit your #1 task first thing. Don’t forget—if you are balancing a lot of things in your life, do this FIRST. Get up an hour earlier and work with focus and intention for an hour a day until this is your life, your lifestyle, your ministry/business!
- Watch your day so you have time to work your plan--your to-do’s.

- Set checkpoints throughout the day to make sure that you are working your plan and to make sure that you can do it before the day is done.
 - At the end of the day, if you have not gotten it done, stay up and work on it. If it is too much to get done, then brainstorm the tasks to smaller things “to-do” or check your distractions or check your motivation/what you are hearing God say for your project.
 - Know that there is going to be a learning and implementation curve. However, there is also a commitment curve. This is hard work at first. It takes discipline and letting go of the good things so you can do the very best. If this is your calling or life purpose, you will need to let go of anything that wars against this. It may be that you have to let go of a lot of good things to make time for this—it is the very best. Your flesh will battle to sabotage, so be aware.
 - Decide now--no excuses! **MAKE IT HAPPEN!!**
 - Remember, great things happen little by little--work on tasks each day. Work on the non-sexy tasks each day.
- **KEEP YOURSELF ACCOUNTABLE EACH DAY.** Put every project into a block of time each day--make time! (writing and recording/web work/marketing/social networking/joint ventures)
 - **BE REALISTIC!** Now, with all of this said, be realistic! You will need to consider **YOUR LIFE**--we are doing more here than just designing “a product” - you could put your life on hold for just one product to be produced. The real problem is after creating that “one product.” How do you get time to promote? What happens when you only have 5 sales and they are your family and best friend? Want more? Want success? You must build a business or ministry. It has to fit into your walking, talking, living everyday life. It has to be something that can be a lifestyle where you build a life and go all-in. Want that? Here are some tips:
 - 1. Set a pace that fits into your schedule and your life.**
 - 2. Make it a lifestyle - make it work with your life, your family, and your schedule.** Be careful. Make it something that you want for a life. Don’t get impressed with the fact that you can do it—make it fit into a life that you, your spouse, and your family loves.
 - 3. Balance all areas!** Don't neglect ANY areas--your family, your website, your mailing list, your JV partners. Even if you take a little longer to launch products, you will have a good, strong foundation. You'll have better results!
 - 4. Overcome obstacles and work around them!** Don't let them slow you down or stop you! We all have them. Will they stop you?

5. Work with momentum. Passion pushes. Of course, before passion can push us, we have to do the hard work of breaking through and getting into momentum. We all hit those spaces where we are stuck. Those places require that we press into God for breakthrough. He has to breakthrough with new mindsets, new strategies, new messages, and new connections. As He breaks through for us, He calls us into partnership so we can then take the steps ahead as His vessel. After that breakthrough, He helps us take our first step. Then, like a little toddler learning to walk, He comes alongside of us holding our hands until we are ready to run with momentum. Today, wherever you are, press in. Commit to the call. Let Him be your Lord of Breakthrough. Hold on tight as you take the first step, but trust Him as He cheers you to keep taking steps forward. He is not going to leave you or forsake you. He is going to be there all along the way, cheering you on. However, this is your work for His glory. Embrace it. This is your finest hour. Take those first steps, keep stepping heavenward, and keep on as you get your momentum. Then, keep rolling!

6. **Dig in and DO IT!** Yes. You have got this! Even if you do it 70%, don't wait for perfect circumstances. Do it now. You can always update, expand or create part 2 OR bonuses. You are going to change things and grow anyway, so go ahead, do it, get it done now.
7. **Enjoy!!** Can you believe that you are doing it? Right now, you are doing it. Soak that in! You are actually doing it. Keep working. Keep doing this process. You are living your dreams, resolutions, goals, to-do's, and life purpose! Enjoy.

Challenge #7: Work Your Plan!

Implementation. Implementation is where the breakthrough comes and everything comes together for maximum momentum. Where is your "sticking point" in your plan? Work on your plan. Work your plan. Practice working with momentum for 15 days. Each day Share prepare a live video each day that captures your process. Have fun! See our group here: <https://www.facebook.com/groups/SteppingUpToYourCall>

Why Aren't You Getting It Done???

Now, here is where we need to really get transparent. We need to really get REAL here if we are going to truly experience ultimate productivity. This is where we need to open up and get very honest or we will never be able to overcome the obstacles that come along the way. This is essential if we are going to truly get unstuck and get moving strong, and press toward the mark of the high calling. So, want to overcome those obstacles? Let's do it!

Take a few minutes to ask the following:

Why isn't it getting done?

What has really got you stuck—what is going on?

Is there something holding you back?

Could it be....

Doing everything else but what you know you need to do to get moving? What does that look like?

Making excuses? What are you telling yourself?

Procrastination? When will it be ok to work it?

Just TOO busy? What can be eliminated in order for you to do what really matters?

Waiting for everything to be perfect or for that ONE area to get better before you move forward? Which area?

- ☐ Waiting for circumstances to get better and line up?
- ☐ Waiting for that big ideas?
- ☐ Waiting for the idea that people will invest in?
- ☐ Waiting for finances and provision?
- ☐ Waiting for health to get better?
- ☐ Waiting till you FEEL that it is time?
- ☐ Waiting till you FEEL that it will be a success?
- ☐ Don't like feeling guilty when you work on what you love?
- ☐ Waiting till you have time?
- ☐ Trying to do things out of season (Doing things that it is not time to do yet?
OR, keeping on doing things after their season is over?)
- ☐ Struggling to balance it all?
- ☐ Got restrictive lids/limits that are holding you back?
- ☐ Life completely UPSIDE DOWN?
- ☐ Struggling with constant interruptions, distractions, crisis situations, melt-downs, drama, stuff, chaos, overwhelm?
- ☐ Other? Describe....

The bottom line—What do you really want?

Do you really want it NOW--what do your actions show ?

Do you want something else--what do you want?

So, why isn't it getting done? What has got you stuck? What is really going on? What is holding you back? Sum it up in a nutshell...

You have got to know why you are not getting it all done and fix that today! It begins with knowing why, seeing it for what it really is, and finding real answers that will help you get unstuck and get on the move.

Here are some things that have helped me....

And yes, I battle with these same things and if I let them have an "inch" they would get me stuck too. We have to know why we don't get things done. We have to dare to be honest, see it for what it is, and find real answers that will help us to get unstuck and on the move. Let's dig in....

- **Decide what you really want and don't turn back.** Decide right now to step out and to do it. Now is the time to get up and get moving. There is no room for excuses, lids, limits, or lies.

- **Get Disciplined.** This is what separates the successful from those who just get by or those that fail. They are disciplined. They get up and get moving each and every day, taking steps that stay on the move. They do it daily. They don't procrastinate or rush. They set their pace and get it done bit-by-bit!
- **Get your plan and work your plan!**
- **Declutter your schedule, life, calendar, home, and computer.**
- **Embrace your season today.** You are there right now. You don't have to do even one more thing to make you more. Let go of the past. Move forward now in your calling. Also, don't get overwhelmed by the future. Embrace right where you are today. Be you today!
- **Keep your day (and YEAR) on track.** Set points in your day, week, month, and year that you evaluate. Pull aside and evaluate what you have gotten done, what you need to do, and what needs to go. Set goals, to do's and put them on your calendar--on stick notes, of course!
- **Stay balanced.** Don't let any area of your life get out of balance--work, ministry, home, homeschool, homemaking, relationships, health and fitness, etc. Remember that any of those things are sooo demanding. It is good for you to do the other things. Your children will learn sooo much more as you step into your calling. It is perfect preparation for them. Your business needs to be restrained. It cannot take over all of your life, it has to stay in balance. Your health and fitness need to be a part of everyday. Keep it all balanced. Just remember 1 Peter 5:8 when you want to know why.
- **Regularly focus on cleaning up, revamping, and restructuring.** There have been three main times of my life that God has brought me to a place of pruning. Funny, each time has been with new seasons of my life. This year, He has pulled out the pruning shears with a vengeance. I am so glad that I knew what He was doing this time and that I could trust Him as He cut away some of my favorite "branches" to my life. Hear the snips in your life?

- **Let God prune the good so you can have the best!** We are going to dig into this in more depth in the next chapter, but this needs to be mentioned here. There is something about having too much going on that gets us distracted, wore out, and stuck. The only answer is the commitment to regular pruning of the good to scale back to the very best.

With that in mind, does that scare you--are you scared to let God prune those things you have loved? What scares you about it?

Is it time for Him to get loose in your life?

Which “branches” need to go?

Which “branches” have served their purpose and can go now?

Which “branches” could grow if you embraced pruning?

Well, if you are ready to get moving toward your goals and dreams, the answer must be, “Yes, Lord!” or it is not going to happen. This is the perfect time of year to clean out, revamp, and restructure. You can gear up to finish your best year ever. And, I will show you step-by-step.

- **Conquer that thing that is holding you back.** If we find ourselves in a place where we are not getting it done, many times there is usually something that needs to be conquered. Today, dare to conquer that thing! Refuse to let it hold you back. Learn that thing that you need to learn next. Do what you need to do. Eat that frog! Don't let anything hold you back.
- **Remove ALL hindrances, obstacles, and distractions that are standing in your way.** Anybody sitting there and thinking of all of the reasons that you cannot do ONE THING I am teaching here...
 - ☐ You have little ones (or for many our age--parents) that constantly interrupt you?
 - ☐ You don't have time or you don't have much of yourself left when you do have time?
 - ☐ You have too much to do each day to write down your list in a journal?
 - ☐ You don't have any money for a journal?
 - ☐ Your day is so full of things wrapped around the children that you could never plan for "3 things to-do's" each day?
 - ☐ There is so much email, so many offers on the internet, so much chat on the internet, so many options for social networking, so much going on at church, so many demands from your family and friends?
 - ☐ Those around you are your problem!
 - ☐ Other....

Oh! Beloved, I completely understand. Through the years, I have faced every bit of those. Sometimes I have had to balance all of those and a crazy speaking and writing schedule. The one thing that I know is that this is YOUR year! Turn with me to Hebrews 12: 1-3 in ***The Amplified Bible***:

THEREFORE THEN, since we are surrounded by so great a cloud of witnesses [who have borne testimony to the Truth], let us strip off and throw aside every encumbrance (unnecessary weight) and that sin which so readily (deftly and cleverly) clings to and entangles us, and let us run with patient endurance and steady and active persistence the appointed course of the race that is set before us, Looking away [from all that will distract] to Jesus, Who is the Leader and the Source of our faith [giving the first incentive for our belief] and is also its Finisher [bringing it to maturity and perfection]. He, for the joy [of obtaining the prize] that was set before Him, endured the cross, despising and ignoring the shame, and is now seated at the right hand of the throne of God. Just think of Him Who endured from sinners such grievous opposition and bitter hostility against Himself [reckon up and consider it all in comparison with your trials], so that you may not grow weary or exhausted, losing heart and relaxing and fainting in your minds.

Look at it in ***The Message Bible***:

Do you see what this means—all these pioneers who blazed the way, all these veterans cheering us on? It means we'd better get on with it. Strip down, start running—and never quit! No extra spiritual fat, no parasitic sins. Keep your eyes on Jesus, who both began and finished this race we're in. Study how he did it. Because he never lost sight of where he was headed—that exhilarating finish in and with God—he could put up with anything along the way: Cross, shame, whatever. And now he's there, in the place of honor, right alongside God. When you find yourselves flagging in your faith, go over that story again, item by item, that long litany of hostility he plowed through. That will shoot adrenaline into your souls!

So many people lose focus and don't get things done because of hindrances, obstacles, distractions, and every day encumbrances. How do you avoid this?

1. **KNOW what Satan does to get YOU to quit!** He knows just exactly how to punch your buttons. He knows just the things to put together in your life to press you until you crumble. Ever noticed how he uses the same or a similar thing to discourage you every single time? What does he do to YOU?

Does he--

- ☐ Cause havoc in your family, relationships, finances, circumstances every time?
- ☐ Dazzle a "new thing" before you and you just drop what you are doing and chase it....
- ☐ Get you overwhelmed with all of the options, things to do, decisions? Wear you down--mentally, physically, spiritually?
- ☐ Get you to procrastinate? Or....something else?
- ☐ Other....

2. Determine now what you are here to do and stick to it. Now is the time to make the decision and get the plan in motion. Don't wait until you are struggling. You can see much clearer today. Do the hard work of seeking God, planning, and getting your strategy in motion. Keep crystal-clear focus and undeterred determination. With that, you can only succeed.

3. Know your musts.

What are you supposed to be all about?

In your home, your relationship with God is your number one priority. It is followed by your marriage. Your first energy and your best time goes here. You will still need optimal energy if you have children. You have to be all there all of the time. It is demanding. It does not stop. The demands require your very best every single day.

Called into business or ministry? You have to make it a priority. You have to work it harder than you would a job because it all begins and ends with you. If you don't "bring it" then most likely it will not happen. Build it with excellence. First your website, your blog, your writing, your mailing list, and your product creation. Then, you can work on the extras if you still have time and margin. You don't have to do it all at the same time, but you do have to do the next thing. You have to bring the same excellence or greater with every task, with every project, and with every opportunity. Of course, remember—not all things are for you at all times. Let them go! Decide today that distractions will not deter you. Decide today that your priorities are your first focus. Decide today that you are in this with everything that you have.

How does this apply to you and your life or business/ministry?

4. Finish what you start! This standard is essential. It is another area where people get stuck or completely quit. Finish what you start. Get it done. Put extras on your "to-do" list for later--for extra projects (I am doing this right now with this particular challenge).

Going back to Hebrews 12: 1-3. This passage really fires me up! It has always been one of my key verses. It follows the chapter reminding us of the great men and women of faith throughout Scripture. Then, continues in this passage telling us what it is all there for--**to remind us to lay aside every encumbrance, the sin that so easily entangles us, get busy running the race, staying focused on Jesus and HOW HE ran the race.** It is SO good!

- ☐ It doesn't tell us that our circumstances will be ideal.
- ☐ It doesn't tell us that everyone around us will "get it" and support us or get on board with us.
- ☐ It doesn't tell us to change those around us.
- ☐ It simply reminds us to get focused on Jesus and get rid of all of the hindrances so we can run the race faithfully!

I have no idea what you will be facing this year. My year last year was not perfect. I had some very, very tough times from time-to-time. I had times that I got tired and weary along the way. I had times that everything I touched seemed to crash. However, a big secret to grasping onto all of the things that God had in store for me was to get rid of all of the hindrances and run the race faithfully. God didn't demand that I do everything perfect, rather He simply wanted for me to keep my eyes on Jesus while I faced all of the tough stuff. He wanted for me to stay focused!

I had to look past the impossibilities. I had to lay aside every hindrance and every encumbrance. I had to quickly repent of my sins, confessing them so I could be healed and run the race with strength and stamina—sin zaps our strength and stamina. I had to drop my excuses—yep, that is what they were! I had to let go of everything that had been hindering me. Want to stay focused? Get rid of all of the hindrances today. You have a great year ahead! Decide today--NO more hindrances. NO more distractions. Nor more obstacles holding you back.

- **Go from Overwhelm to OVER IT!** Overwhelmed? I remember a little song that I sang with my children that taught us a lesson—that “Inch-by-inch it's a cinch!” Whatever we do, we can get through it bit-by-bit. Overwhelm does not have to be our story or our position. Scripture reminds us that we are overcomers. That means that we can get over anything.

Is there something that has had you in a place of overwhelm? Share about it:

Look up 1John 5:4 and Romans 8:37-39 and copy them below:

Looking at 1 John 5:4 and Romans 8:37-39, what does this mean for you?

What is needed to live this out in your home and your business/ministry?