

# Level Up CHECKLIST



## Take Your Business To The Next Level Doing The Following:

- Set aside 15-60 minutes for mental calmness/meditation/personal development.
- Set goals/targets on a daily basis: Aim and do your best to hit the mark.
- Focus on Income Producing Activities (those activities that pay you the most).
- Identify your most productive time of day.
- Start with just 15 minutes of focused Action (use timers).
- Set boundaries (non-negotiable).
- Isolate yourself from distractions.
- Don't waste time on non-income producing activities: checking emails, playing around on social media, personal phone calls, etc.

*\*Note: There's money in checking some emails but set a timer to ensure you're not wasting time.*

- Assess yourself daily (Did you do the work or make excuses? Log it).
- Review your week every Friday and plan for the week ahead.
- Create time to exercise (release that unnecessary stress).

**Here's To Leveling Up!**

## NEED HELP TAKING YOUR BRAND TO THE NEXT LEVEL?



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