

The **My Online Biz** **Tool Kit**



**The 50-piece toolkit to start, scale and
sustain your online business!**

Tool #3 - 20 Ways To Finish Projects Faster (Without Sacrificing Quality)

You can't magically get more hours in a day as each one of us is only allotted the normal 24 hours. However, you CAN get more done during those 24 hours when you use the following tips and tricks.

1. Create a To-Do List

Some people decide what they're going to do for the day when they wake up in the morning. Successful people, however, create to-do lists well in advance so they can stay on track with their goals. Be sure to break down big tasks into "bite size chunks" which will reduce the feeling of overwhelm and boost your productivity.

2. Do Dreaded Tasks First

If you dread a task, you're likely to procrastinate on it, resulting in the whole day slipping away without you getting much done. Instead, tackle your most dreaded or difficult project first which will free up your mental energy for the rest of the day.

3. Shut Down Distractions

Before you start working, get rid of all distractions. Shut off the TV, turn off your phone, and shut down any non-essential browsers on your computer. If you have trouble opening those browsers back up, then use a blocking app like GetColdTurkey.com.

4. Get Comfortable

Another thing to do before you start working is to make sure you're personally comfortable. Use the restroom, have a snack, and get a beverage. Make sure you're sitting comfortably with no distractions (*like the sun in your eyes or an uncomfortable room temperature*). That way you can focus on the task at hand without thinking about how you're thirsty or have some other issue.

5. Take Breaks

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If you want to be productive AND create high-quality work, then don't skip your breaks. Plan on taking short breaks about 5 minutes long after 20-30 minutes of work. Take longer 10-15 minute breaks after a couple hours of work. And take yet another longer break (*15-30 minutes*) after four hours of work. Go for a walk, play with the dog, have a snack, or do something else to clear your head so you can come back refreshed.

6. Batch Similar Tasks Together

Whenever possible, batch tasks that are similar which saves time because you don't need to keep "switching gears" mentally. For example, do all your writing tasks (*create a blog, write an email, etc.*) together, and then do all your graphic design tasks together, and then do all your research-oriented tasks together.

7. Do Work Sprints

Boost your productivity by setting a timer for 20-25 minutes and challenging yourself to get as much work as you can done during that period. You can kick this strategy up a notch by challenging a friend to do a work sprint with you. (*This works particularly well if the friend is working on a similar task as then you can compare productivity at the end.*)

8. Don't Multitask

Contrary to popular belief, multitasking actually slows you down. For example, if you're writing a blog post, and then you stop to check your email, it will take a few minutes for your mind to readjust so you can focus on the blog post again. That's not multitasking –it's a waste of time.

TIP: You CAN multitask physical tasks with mental tasks. For example, you can listen to a business-related audio book while working out, or create a to-do list while waiting in a doctor's office.

Next...

9. Outsource

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One big productivity killer is stubbornly trying to do something yourself when you don't know how to do it. Save yourself some time and a lot of frustration by looking for a freelancer on [upwork.com](https://www.upwork.com), [fiverr.com](https://www.fiverr.com) or [guru.com](https://www.guru.com).

10. Work During Your Best Time

Everyone has a time of the day when they're at their most productive. You'll want to figure out when that is for you and then schedule your most important tasks during that time period.

11. Utilize the 80 / 20 Rule

About 20% of the tasks you do will have 80% of the impact on your goals. Your job is to identify that 20% and then prioritize your tasks to generate the biggest impact.

12. Use (*Better*) Tools

Check your existing tools to see if there are better alternatives out there. And if you're doing a task manually, check if you can automate it. For example, you might install a customer service chat-bot on your website which could cut down on your customer service emails significantly.

13. Create a Routine

To help you get into the right mindset each workday, create a routine. This may involve getting yourself a beverage, checking your email, checking on testing results, and so on. If you do these tasks in the same order each morning before you settle in for work, it signals to your brain that it's time to focus.

14. Set Boundaries

One big productivity sinkhole is doing a lot of tasks for other people. Prioritize your own goals, set boundaries, and learn to say "*no*" if someone else's request doesn't further your own goals.

15. Just Do It

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If you're having troubles getting started on a task, set a timer for five minutes and force yourself to work hard. This simple trick usually creates the momentum you need to keep going.

16. Systemize Processes

If there are tasks that you do on a regular basis, then seek more streamlined ways of completing the tasks to save time. For example, you can systemize the way you research, outline and create an infoproduct.

17. Get an Accountability Partner

A good partner will check in with you in the morning to see what your plans are for the day and then check back in the evening to see if you got everything done. Since it's embarrassing to tell a friend you just spent the day being lazy and unproductive, you're more likely to get the work done so that you can give your friend a good report at the end of the day.

18. Set Daily Goals

List out exactly what you want to accomplish each day and then reward yourself for a job well done. For example, you can treat yourself to a trip to your favorite ice cream shoppe or binge your favorite show if you complete all your tasks today.

19. Brush Up On Your Skills

You'll want to look at what skills you need to do to run your business and then get better and faster at them.

20. Prepare the Night Before

Close each day by getting ready for tomorrow. For example, if you need to do some research first thing in the morning, then open all your research tabs tonight so that you can jump right in and start reading tomorrow morning.

Conclusion

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And there you have it – 20 solid ways to get projects done more quickly without sacrificing quality. Go ahead and put these ideas to use ASAP as you might just be surprised at how well they work.