

Productivity

PASSIVE EFFORT

- scrolling Instagram (causes decision paralysis!)
- looking at other photographers' work
- scrolling Pinterest
- posting in photography Facebook group
- researching for blogposts/Pinterest
- bookkeeping and other backend business tasks (still needed but NOT results action)

RESULTS ACTION

- posting to your Instagram feed in a meaningful way
- Instastory (+1 if it is you talking!)
- search hashtags + like/comment last 3 photos
- pinning photos (yours+others)
- DMing followers/potential clients
- editing/photo delivery

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| GOAL/TASK #1 | |
| KEY ACTION STEPS | |
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| GOAL/TASK #2 | |
| KEY ACTION STEPS | |
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Daily Habits

TIME CHUNKING: No one can be productive every second of the day. Make the most of the time you do have by separating your time into chunks. Set a time (30 minutes for example) for task (write a blog post, cull a session, engage on Instagram) and move on when you hit the time limit. You will be shocked at how much you can do with 30 focused minutes!

KEEPING PROMISES: Most people, especially women, are super great at keeping promises to others but horrible at keeping promises to themselves. When you tell yourself you are going to work diligently for 30 minutes, you **MUST** actually do it! Keeping the promise feels amazing.

PROGRESS NOT PERFECTION: You could re-write an Instagram caption 10 times to make it just right but chances are the first draft was fine. Don't get stuck in the perfectionism trap! This might mean not finishing things "perfectly".

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| HABIT #1 | |
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| HABIT #2 | |
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| HABIT #3 | |
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