



Education Moment

3 Tips for Productivity

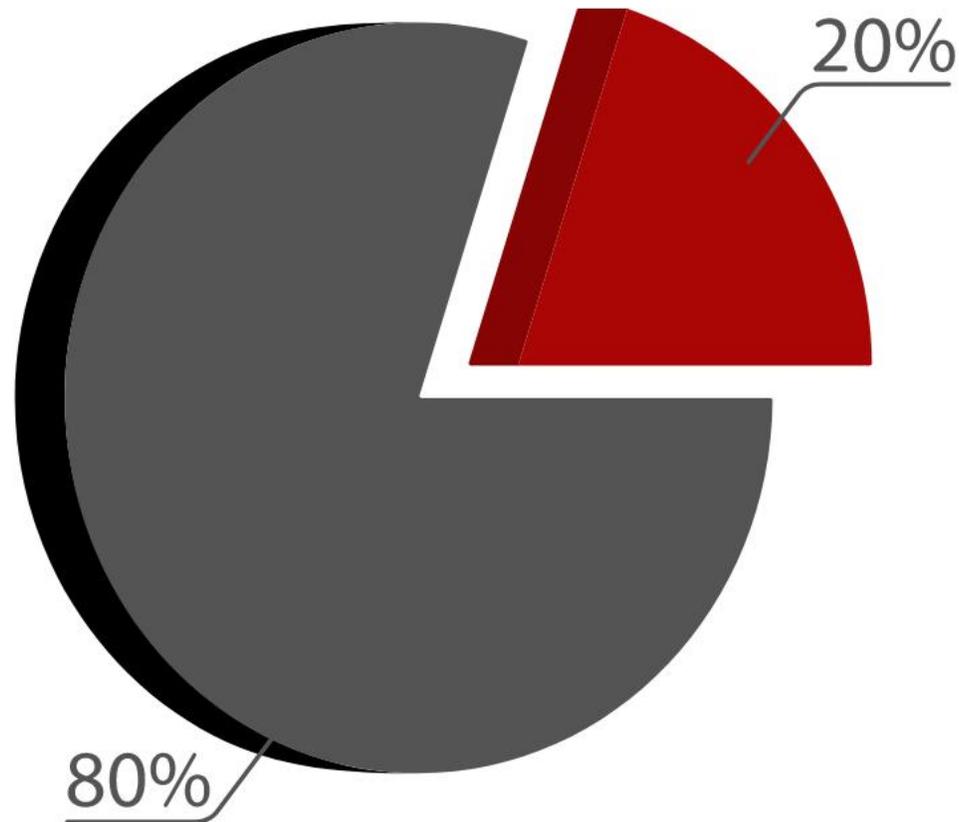


PARETO PRINCIPLE



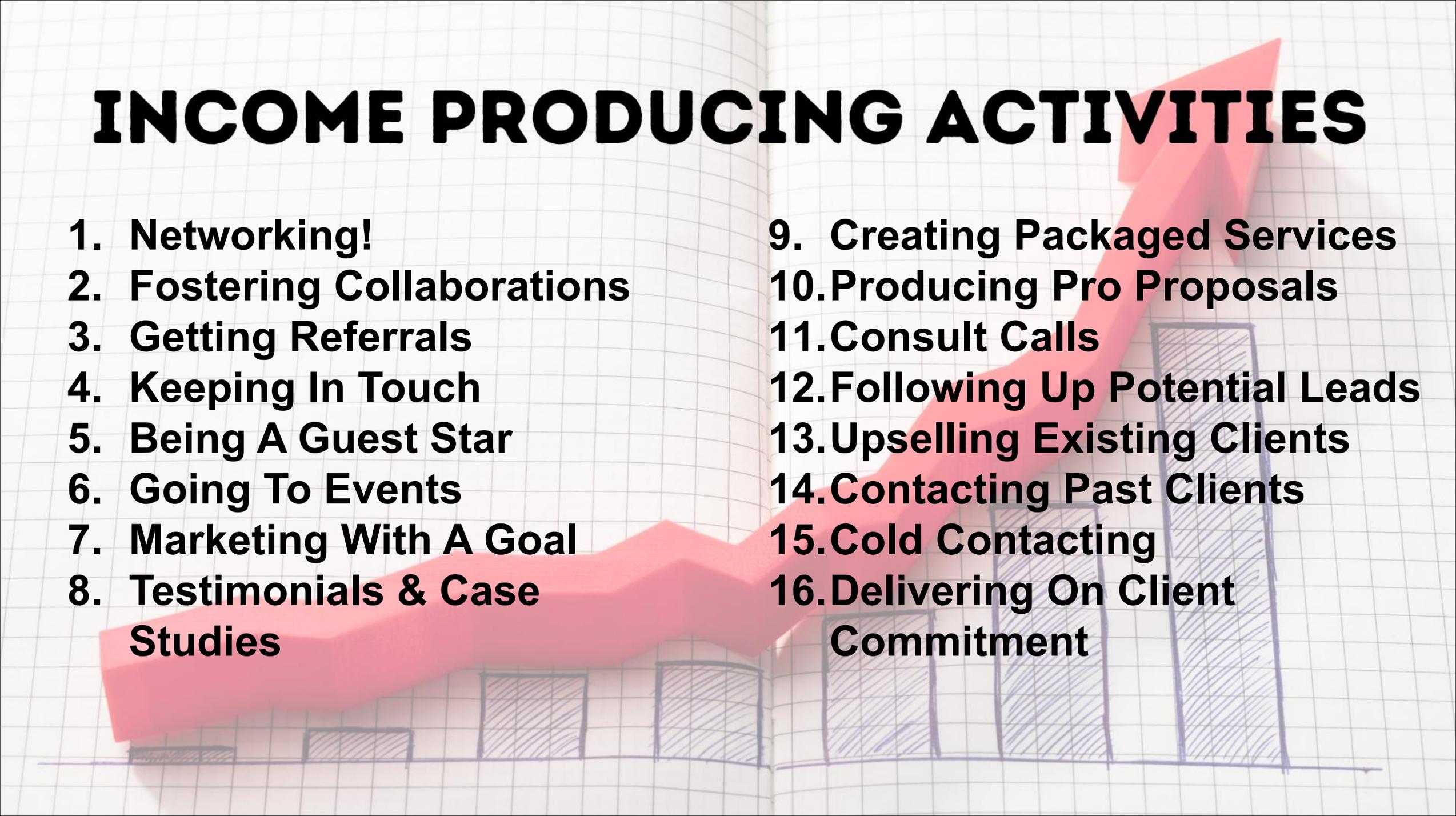
For many outcomes, roughly 80% of consequences come from 20% of causes

KNOW YOUR 20%



**What are the
Income Producing Activities
(IPAs)
for your business?**

INCOME PRODUCING ACTIVITIES



- 1. Networking!**
- 2. Fostering Collaborations**
- 3. Getting Referrals**
- 4. Keeping In Touch**
- 5. Being A Guest Star**
- 6. Going To Events**
- 7. Marketing With A Goal**
- 8. Testimonials & Case Studies**
- 9. Creating Packaged Services**
- 10. Producing Pro Proposals**
- 11. Consult Calls**
- 12. Following Up Potential Leads**
- 13. Upselling Existing Clients**
- 14. Contacting Past Clients**
- 15. Cold Contacting**
- 16. Delivering On Client Commitment**

1

WRITE DOWN YOUR

GOALS



next steps



PRIORITY



**What will get you
1 step closer
to your goals?**

2

DEVELOP A SYSTEM



< 2 mins ... do it straight away

> 2 mins ... systemise it

SUPPORT

SYSTEM



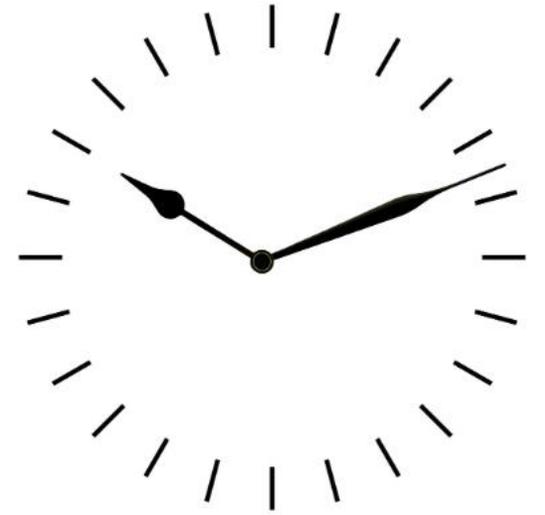
COMMUNICATION SERVICES FUNCTION PAYMENT
SATISFACTION QUALITY OF SERVICE COST
FUNCTION STRATEGY FINANCE STRATEGY ASSESSMENT
TRANSFERRING SKILLS STRATEGY SERVICES
SKILLS COST STRATEGY
SATISFACTION
SOFTWARE CONTRACT PART
BUSINESS RELATIONSHIP
FEEDBACK SERVICES EXPERTISE SUPPLY PARTNERSHIP
SATISFACTION THIRD PARTY SKILLS
QUALITY OF SERVICE MANAGEMENT
FEEDBACK CUSTOMER RELATIONSHIP OUTSOURCING

3

GUARD YOUR TIME



TOP TIME TIPS



- 1. Delegate!**
- 2. Focus on \$100 tasks, not \$10 tasks**
- 3. Minimise Procrastination**
- 4. Be a Master of Technology, not a Servant**

TIME
is our only
non-renewable
resource

