

# The Master Your Day Checklist



FLOURISH & THRIVE  
ACADEMY



Running a successful jewelry business doesn't always feel easy for creative minds, but it can be with the right tools for success. . If you feel like you never get enough done in your day, we got your back. Here are some tried and true "habits" that will dramatically improve your productivity so you can spend more time doing what you love (and feeling a sense of accomplishment too)!

### **Time-Block Your Day**

- Plan your week in advance (Friday or Sunday evening)
- Block out time each day before noon for your top Revenue Generating Activities
- Create 3 top priorities a day that must be completed before noon
- Work in sprints, set timers to block out working period in 45 -50 min sprints (take breaks for 10 min after)
- Schedule breaks
- Evaluate your day at the end of every day and edit your weekly plan accordingly

### **Prioritize Your Tasks**

- Break down key business goals by quarter, month, week, and day
- Commit to 3 goals/ week, 3 priorities/per day
- Be consistent and create a routine and schedule that you commit to.
- Create anchor days for certain activities (ie. Monday meetings (and calls), Tuesday/ Thursday sales day, PR/Marketing Wednesday, Finance Friday, etc.)

### **Add Structure and Systems.**

- Document where you are spending your time. Delegate low level tasks.
- Create systems by documenting your work as you go. Use screen recording tools, videos and have them transcribed so that you can easily have a team member complete a task or shorten your "figure it out" time.
- Automate and plan with productivity apps and project management tools
- Stop working at the end of your work day, working right up until bedtime isn't good for your energy levels

### **Remove Distractions**

- Turn off notifications and sounds on your phone, computer and email.
- Focus just on the priority in front of you!