

Putting Off Procrastination, NOW!

By Brian Barnhouse

This report may be read, distributed, and applied by ALL SWFHT.com members! Feel free to give this report away to anyone you think will benefit from it's content.

This report is intended to help YOU get organized with your SWFHT business...However, many of the techniques can be applied to ANY program. Also, feel free to print this out, so you have it at your disposal at all times.

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SECTION 1: What are YOUR priorities?

Your first step to overcoming procrastination is to understand what procrastination is...Below, are three different definitions I found with online dictionaries:

“The act of procrastinating; putting off or delaying or deferring an action to a later time.”

“To put off doing something, especially out of habitual carelessness or laziness.”

“To postpone or delay needlessly.”

Now, personally, I find the 2nd one a little harsh...I don't think I'm careless, or lazy! Ouch! BUT, there is no question that EVERYONE procrastinates, and it's important to find ways to make sure we procrastinate, Less Often...

So, the first step is to define our priorities...

Now, with this particular ebook being written with your SWFHT.com business in mind, our focus will be geared towards that...However, you can apply these same principles towards any aspect of your life.

WHAT ARE YOUR PRIORITIES?

Now, everyone will obviously answer the above question, differently! And 'priorities' change with age...Your 'priorities' will of course be different at age 40+, then when you were 18 years old...(at least, lets hope so)!

Also realize, that certain 'priorities' have to be given Center Stage, if only for a little while, for them to be able to bloom into something special. “You get what you put into it”...As the old adage goes. So, it's important to recognize if YOU need to 'prioritize' your priorities...Again, if only for a little while!

So, hopefully one of your goals (or priorities), is to have a thriving online business, where you are making a comfortable living from your home... This is what the SWFHT.com system was developed for...So, to achieve this, YOU, and ONLY YOU, will have to take the steps necessary to make it happen! You MUST take action!

Now, MOST people have the ‘basic or core’ 3 priorities:

- 1) Family
- 2) Health
- 3) Religious affiliations

Those priorities should NOT be messed with, and are NOT what I want to deal with, in this ebook...Again, this will be geared towards YOU succeeding, ONLINE.

So, for YOU to become successful, online...YOU will need to add this priority: “**Online Marketing**”...

Online Marketing is the CORE difference from those who are successful online, and those who are NOT! If you do NOT know how to drive visitors to YOUR website URL, YOU WILL NEVER BE SUCCESSFUL, online...NO MATTER what program you are currently involved with! Period!

So, be sure to add “Online Marketing” to your list of TOP Priorities! It’s the most important aspect, determining YOUR online success!

Now, Do NOT worry, if you know nothing about “Online Marketing”....That is what SWFHT.com is all about. In fact, within a few weeks, with consistent effort, you’ll become very proficient at online marketing...And, within a few short months, you’ll be seeing positive results from your efforts.

So, now...Let’s focus on YOUR daily routine!

SECTION 2: YOUR daily routine?

Let's DIG, right in...

There are 4 different "levels"...when it pertains to importance of YOUR daily routine (tasks that need to be completed):

- 1) Utmost Importance
- 2) Very Important
- 3) Somewhat Important
- 4) Not Important

YOUR goal should be, to spend more of your time completing the "Utmost Importance" AND "Very Important" tasks. And, obviously, less of your time on the "Somewhat" and "Not Important" tasks...

Now, the MOST important way to END Procrastination, and to have a Productive, and Organized day is to "Write Things Down"...

Now, I know you've probably heard that before, but IT IS VERY IMPORTANT to develop this habit...So, below I have included some important "tools" to help you along the way...

The first one is the: "**Nightly Brain Drain**" (weird name, I know).
From the link below, you should download and print off several copies...
<http://swfht.com/SWFHTBrainDrainSheet.pdf>

The second one is the: "**Daily Task Sheet**"...
Again, from the link below, you should download and print off several copies...
<http://swfht.com/SWFHTDailyTaskSheet.pdf>

This is how to use the two 'tools' above...

- 1) 15 minutes before you go to bed...On the "Nightly Brain Drain", you should write down EVERY TASK that you want to complete the next day...

This can be ANYTHING (big or small), it doesn't matter! The goal here, is to RID your mind of ANY stress or Any tasks that might be keeping YOU from a good nights sleep! Try to think of EVERYTHING that you WANT to accomplish, and everything that YOU need to absolutely finish. This can be ANYTHING from a doctor's appointment, to watching a TV show that you don't want to miss, to doing laundry, to working on YOUR SWFHT.com business...etc.

Once you have completed your "Nightly Brain Drain" sheet, simply set it someplace where it will be one of the FIRST things you see in the morning!

NOW, once you wake up, grab your "Nightly Brain Drain" sheet (that you filled out the night before), and read through it. Is there anything you need to add? If so, add it now!

Next, grab a copy of the "Daily Task Sheet", and place the Tasks from the "Nightly Brain Drain" sheet, in the appropriate box on the Daily Task Sheet! ONLY YOU can decide what is "Utmost" "Very" "Somewhat", and "Not Important"...So, prioritize according to your personal judgment. BUT, be sure to include at LEAST one "Utmost Importance" task regarding YOUR SWFHT.com business...This can be:

"Finish Step #1, of the SWFHT Set-up Instructions..."

OR

"Complete Step #6, of the SWFHT Online Marketing Training"...etc!

Remember to make YOUR SWFHT.com business a priority, and then devote at least ONE "Utmost Importance" Task, to your daily routine, and in no time, you'll be making great progress in reaching your financial goals! And better yet, you'll be living a more organized life...Which is less stressful, and more fulfilling!

Section 3: Excuses, Excuses, and More Excuses?

Everyone, and I mean Every-Single-Person, has plenty of excuses why “they” can’t find time to devote to their online business. And, many times, they are legitimate excuses...Such as:

- 1) **“I work 16 hours a day at my real job”** – This is a REALLY good one! But, more than likely, this person isn’t trying to start a online business, because they have NO time to.
- 2) **“I just have to watch the “American Idol” program every time it’s on TV”** – This is a REALLY bad one! BUT, it is a legitimate excuse...Because, ONLY YOU can decide what YOUR priorities are. It’s important to recognize “Bad ones”, and be able to change them to “Good ones!”

The important thing to remember, is to APPLY the “Nightly Brain Drain”, and “Daily Task Sheets” to your daily routine! Eventually, it will become a very addictive habit...Which is a GOOD THING...as you will be leading a more productive, and organized life.

Now, also be aware, that “Life Happens”...and there will be days when YOU get nothing done! Don’t Worry About it...Just keep plugging away: Do the “Nightly Brain Drain”...and then prioritize the tasks onto the “Daily Task Sheet” the next morning...

VERY IMPORTANT:

It is imperative that you focus your time and efforts on the “Utmost Importance” and “Very Important” tasks!

Do NOT get in the habit of:

“This ‘somewhat’ important task is really quick & simple, so I’ll do that one first, and then I’ll focus on the more important stuff later...”

ALL of your time & effort should be spent completing the “Utmost & Very Important” tasks...And ONLY after completing them, should you focus on the “Somewhat” and “Not Important” tasks!!!

Section 4: Putting It All Together!

By following the steps below, YOU will be joining a VERY ELITE group of people...In fact, MOST of the world's successful people Write Things Down! Get in the habit, today!

Follow the steps below, to put this ebook to good use:

- 1) Download, and Print off, several days worth of the “Nightly Brain Drain” and the “Daily Tasks Sheets”...
- 2) Make a list of YOUR priorities, and focus on what is important to YOU!
- 3) If “Life Happens”, and you don't get anything done in a day...Don't Worry about! Simply, start a new “Nightly Brain Drain” sheet. The important thing is to keep plugging away at it...EVERY DAY brings new opportunity to reach your goals!

Again, one of YOUR “utmost” priorities should be to complete the “Set-Up Instructions” and “Online Marketing Training” for YOUR SWFHT.com business...Be sure to make them an “Utmost” priority! But ALSO, YOU do NOT need to rush through things, either. Online success is a Marathon, not a sprint...So, do things at YOUR own pace!

I hope you have found some useful information in this ebook...You may pass this on to ANYONE you wish.

All the best,

Brian Barnhouse