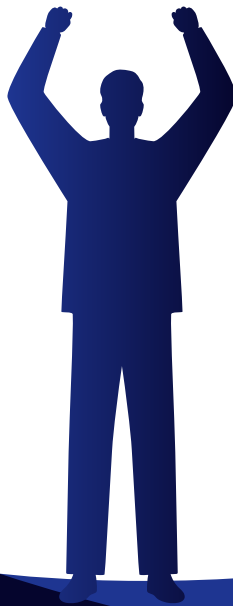




STEVE BURGESS

PLAN > EXECUTE > REVIEW > REPEAT

GET MORE DONE



www.steveburgess.com

GET MORE DONE

NOT IN LESS TIME OR WITHIN
7 GURU TYPE STEPS – JUST GET
MORE **F###CKING DONE!**

Introduction

Firstly, you taking the progressive action to download this e-book, is you getting more done. However, how you apply these learnings is where the real results will come. Getting more done is foundational to getting more results, but it's not the only element. So, thank you for downloading this free e-book that will walk you through a few simple steps to getting more done, but do be aware what you do with this information is also a MASSIVE factor.

My name is Steve Burgess. I'm a father, husband, investor, business owner and coach with a difference. I'm passionate about making personal development not only PAY but harnessing it to grow your own self-worth to in-turn create the true results you desire in both LIFE & BUSINESS.

Over the years I have realised that although education, self- development, and mentors are a necessity, many times they just aren't enough. It was like we had all the tools and skills but struggled to keep the initial momentum once the course or mentorship had finished. Maybe you can resonate with this.

This e-book is about YOU getting more done. Nobody else....YOU!

These simple steps have come about from working closely with mentors, coaches, business partners and changing my own situation so it served me and my goals/vision/legacy. Not everything in here will serve you. Keep an open mind, consider the steps and make them work for YOU!



YOU are the common denominator in your journey so far. If you are not where you want to be and you're not getting enough done, then YOU need to be the change. I repeat....YOU are the common denominator in your journey so far. If you are not where you want to be and you're not getting enough done, then YOU need to be the change

You have downloaded this e-book for a reason. You have totally got this in hand. I look forward to seeing you on the other side and possibly being an influential part of you GETTING MORE DONE.

How will you get more done?

Whether you like these steps or what you read next is irrelevant. The reality is that if you follow them, you will get more done. It's just that simple.

If you give yourself excuses or allow yourself to listen to your own BS you need to ask only one question; Is it the steps that don't work OR is it the person following them?

People are on top of what's slowing you down right now. People would be grateful to be in the position you are right now. People are currently getting more done with tougher conditions than you're in right now.

Harsh? You decide....but it's those daily decisions that make the difference that you are looking for.



Pick up the pace – just work faster!

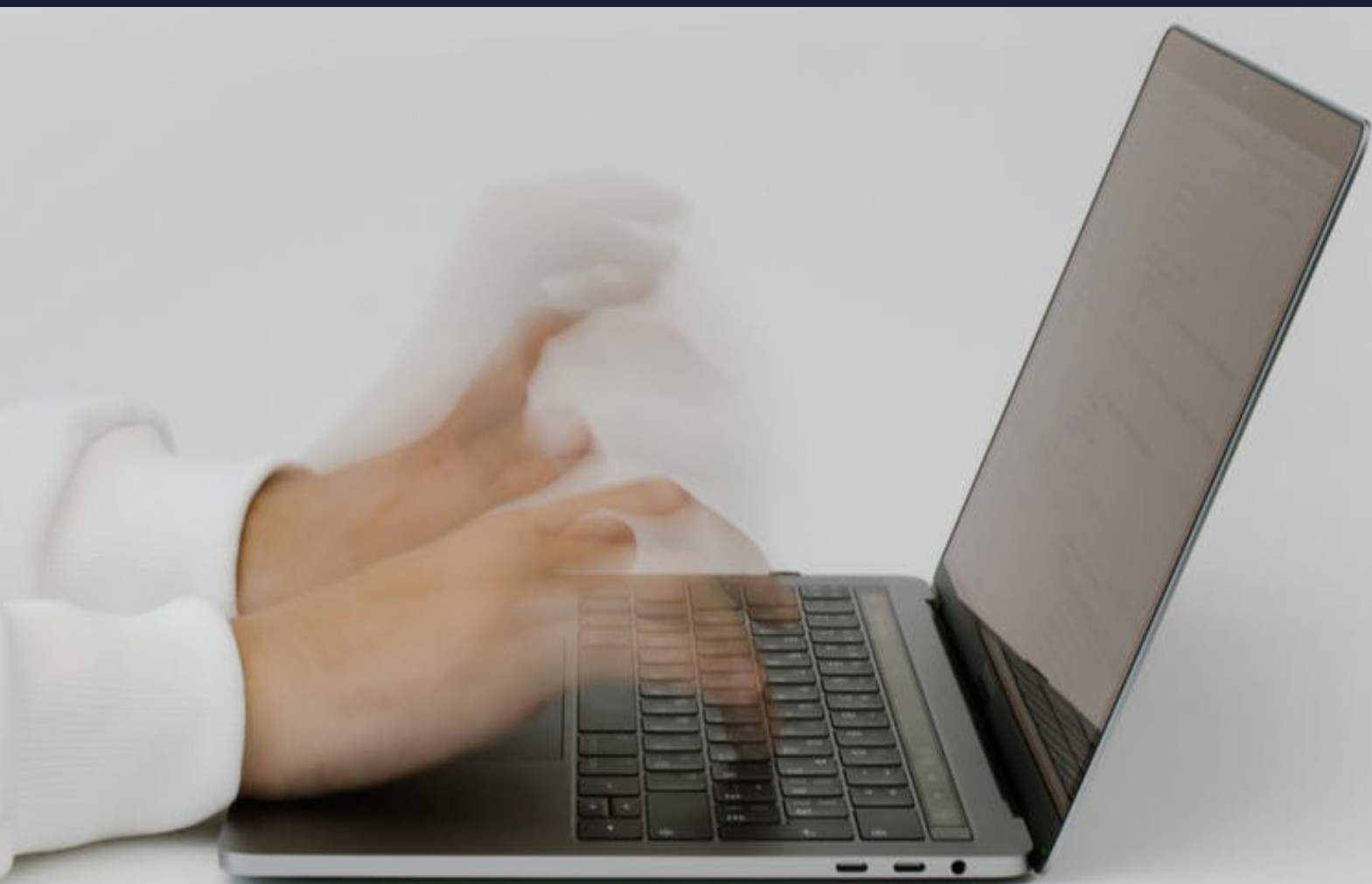
Obvious, right? Yes and No. It may not be the case you can simply work faster at the given project. Many times it may just not be possible. What is possible and totally in your control is how you focus on just one thing and work until completion without distraction. Distractions kill productivity! Ok the task may not be able to be completed quicker (more often than not it actually can be) but distractions will be slowing you down.

The Phone. Social Media. Work Colleagues. Issues that are troubling you. Tiredness.

When you know what your distractions are – ELIMINATE them and just work faster!

Before you claim “hustle culture” and “burn out” or “work/life balance” let me just tell you, you’re probably nowhere near that stage – you just think that way.

If you cut out the crap, focus on priorities, execute with power, try saying “NO” to both people and tasks a little more often, you’ll find without even working faster, you’ll get more done. Add pace and focus to that and you’re rocking!



Work longer – start earlier & finish later

Before you panic with a gut reaction of “I already work too long!” I want you to look at the bigger picture.

If you added 30 minutes a day to a 5 day work week (excluded holidays of 6 weeks) that’s an extra 115 hours a year or over 2 weeks of extra time to achieve more. Add this to the other steps that we are about to cover and you are without doubt going to get more bang for your buck and get more done.

This doesn’t necessarily mean 30 minutes in the office before or after work, by the way.



Could you check email on the train? Could you have that phone call meeting while driving to work? In fact, could it be a phone call meeting as opposed to face to face/video meeting and save you even more time? Could you take 15 minutes from that lunch break where you may just be sat listening to colleagues moan about their lives? You get my point. When you see the benefits or tweaking the day, you will find a way and.....you’ll get more done.

Work with others

We have all heard the saying;

TOGETHER
EVERYONE
ACHIEVES
MORE

Can you collaborate with others in work and day to day life to get more done? Probably; is the answer.

This may look like a “you scratch my back, and ill scratch yours” kind of set up, and that’s fine.

Remember though, there is a fine balance in this helping you, and it needs monitoring. You don’t want to partner with someone that doesn’t keep to their side of the schedule or workload, which in turn forces you to work harder and does the opposite to what you want to achieve.

Look at who you work with or who you socialise with and ask the question “How can we help each other?”



Simplify what you do

As an employee, this may be easier said than done. However, in most circumstances, you can probably fine tune a process, so you still comply with company policy but reduce the time spent. As a business owner, the world is your oyster. Simplify and scale, it's that simple.

Only you will know what can be simplified and what tweaks you can make to your daily personal and business life that will 1) reduce stress 2) reduce the workload not getting you anywhere 3) increase your productivity & 4) enable you to spend more time doing what you want to do.

When was the last time as a parent or couple you sat down and looked at who does what and how the workload is distributed? When was the last time as an employee you sat down and looked at who does what and how the workload is distributed? When was the last time as a business owner you sat down and looked at who does what and how the workload is distributed?



Ok, it's not the most exciting topic to cover BUT could a few tweaks in the Critical 4 (Health, Relationships, Business & Finance) help you get more done AND enable you to focus on other areas of your life that you have been lacking in? I bet you, if you're honest. The answer is YES!

Like I say, this will be unique to your situation but also this is an area we cover in more detail in my group coaching programmes.

Delegate

Don't dismiss the idea; give it some thought, whether you are an employee, in business or both. Sit down and consider this; what are you doing on a daily basis that you can get someone else to do either for free or paid? If you could do this, what the impact be to your productivity and getting more done?

If you delegated this task how will this benefit your life?

What will you do in the time that is more productive?

Outsourcing and the benefits of paying for those low level tasks (or in-fact the skilled tasks you can't do) are definitely an option but it's not always the best thing to do, so please give this thought before you pay someone to do something, and then potentially just sit on your arse or waste the time.

This isn't as straightforward as many gurus will tell you. In my opinion it is NOT just a case of paying people randomly to do tasks that either 1) take too long 2) cost less than your hourly rate & 3) free up your own time. There are a few questions to be asked before you just rush off to hire cleaners, laundry services, PAs etc. Doing this without the relevant consideration will very likely lead you down the wrong path and may actually slow progress down and lead you to getting less done BUT it is without doubt a key part of getting more done in both your personal and business life.

It is important however to ask the questions above which enable you to do the things you are better at AND delegate the other stuff.



Group your tasks together

I have tried numerous ways of working, and you will find yours.

Grouping tasks together may work for you. Remember this is about getting to know you and is a case of trial and error – its not a case of one size fits all.

It may be that you group admin or income or marketing tasks together (if you haven't outsourced it) or it may be that you work on certain projects or income streams for blocks of time. Do what works for you but the key here to getting more done is ensuring you're focused, you're creative, you're doing what is needed when it is needed and not just when you fancy it. So grouping areas of work or tasks together may help you. You decide!

Simply get better at what you do

Are you taking longer to achieve in certain areas of your life because of skill set?

Could you learn more and become more efficient in certain areas?

Could you buddy with someone to improve your skills and/or productivity?

Investing in YOU is the best investment you could ever make!

At this stage, it isn't necessarily about learning more skills to take on more tasks (unless that leads to a promotion or more business), it may just be about enhancing your current skills to support you to become more efficient in the workplace and generate more income for the company or indeed yourself. This also applies to your personal and home life. It's not exclusive to business.

Whatever it may be, if you lack skills in a certain area and that is leading to frustration, overwhelm and poor productivity then take a risk on yourself and invest in you to get more done.



In summary....

You now have a few simple and easy to follow steps that I have used over many years to gain focus and clarity with what I do and ultimately get more done AND enjoy the outcome.

None of these techniques, ways of working or strategies will work....unless YOU DO!

If you put this down and do nothing, guess what? Nothing will happen!

Taking effective, simple steps over a long and consistent period of time will without doubt culminate in the change you want to see in both yourself and your results.

Will it be easy?	No
Will you get frustrated?	Yes
Will you learn from your mistakes?	Yes & No
Will you move forward?	If you apply what you've read
Is your success worth the extra effort and focus?	Yes!!!!

The benefits of taking these little steps daily will be immeasurable in a few weeks, months, years down the line.

Whatever you decide to next, whether you decide to go it alone or join one of my coaching programme's, may I wish you every success and simply ask that you focus being the best version of YOU that you can be **EVERY SINGLE DAY!**

