

Keeping your focus on your business!

Time Management Techniques

Time management is a very difficult task for us, but that is okay, we can try different things. We are going to explore several techniques over our next several issues. What may work for one may not work for others. There is a lot of trial and error. The key is when you find a system that works, stick with it.

5. Getting Things Done (GTD) Method

Created by author David Allen, this process helps you get things done by recording tasks on paper and then breaking them down into actionable work items.

How it works:

Capture the actions that have your attention:
These actions are tasks that can relate to anything from work to school to your personal life.



Believe it or not, some of the most successful people you see in the media today used to have low self-esteem. How did they overcome this and become the successful people that they are today?

You can begin the battle over low self-esteem with these 4 simple steps:

1. Affirmations. Affirmations are simply positive things that you say out loud to yourself every day. This can be very difficult at times because you may not believe what you are saying. So why would you say something to yourself that you don't believe?

Increased self-esteem has to start with you. So, if you are shy and intimidated by people, start to say something like the following: I am NOT shy and I am NOT intimidated by people. I am VERY confident when I get around people.

Repeat this to yourself out loud at least 10 times before you leave your room. When you say this, don't just mumble it either, say it as many times as necessary until you say it with passion and conviction.

2. Read to grow.

Again, increased self-esteem starts with you. Read something every day for at least 30 minutes that will help you increase your self-esteem. This can be an article, a book, or even an audio series. The more you learn the more you will grow. The more you grow, the more your self-esteem will improve.

Referrals

It is no secret that "word of mouth" or *referral business* is one of the most effective ways to bring in new clients while simultaneously strengthening relationships with your existing customer base.

But even though it is extremely powerful and virtually free (or at most costs very little), very few business owners use it anywhere near its potential!

Consider this: if you got just one referral from each one of your clients, over the next 60 days you'd double your client base! What would that mean to your potential income and how many more people would you be helping in supportive and uplifting ways? patiently.

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5. Getting Things Done (GTD) Method continued...

Clarify what they mean:
Decide whether the tasks that have your attention are actionable or not. If an item is not actionable, ignore it for now. If the item is actionable, do it, delegate it, or set it aside.

Organize your actions:
Prioritize your to-do list according to what you need to get done and when.

Reflect: Review your list of actions frequently to determine your next priority. Cross off tasks you have accomplished and update your list.

Engage: Take the actions or smaller tasks you can complete right now.

Types of people who will benefit from the GTD method:

- People who struggle to focus on one thing at a time
- People who feel overwhelmed in their daily lives

Interested in learning about more time management techniques?

Email me:

adhdbizcoach@gmail.com
and say Hey Coach Greg send me the time management stuff.
Or wait for our next newsletters.

Self-esteem Continued

3. Take action every day.

Do something every day, starting with something small, that directly deals with your low self-esteem. For instance, if you can't talk with people because you feel insecure and inferior, just start by saying hi. As you get more comfortable with this, then start to make small talk. You will begin to feel more confident and more confident until one day, you will find that you have overcome low self-esteem in that area.

4. Stop the negative thoughts.

Negative thoughts are like land mines. As soon as you step out to face your fear, a negative thought comes and tells you that you can't do it, and BOOM; you believe it and lose that round. Instead, diffuse negative thoughts before they have a chance to do damage. A great way to do this is with a rubber band! Put a rubber band around your wrist. Every time a thought comes into your head that tells you that you can't, you will never succeed, you are a loser, or anything negative, SNAP the rubber band on your wrist. You may be snapping that band until your wrist is red and sore. Before long though, you will stop the negative thoughts because you don't want to hurt your wrist anymore. These four steps will help you increase your self-esteem and become the person you want to be.

Just remember this: you are not going to change overnight. It will take time but as long as you are progressing, you are winning the war.

Building self-esteem can be a long journey, particularly challenging for individuals with ADHD. I have faced struggles with it in the past, but I have made significant progress in building self-confidence and embracing myself for who I am. You can achieve it too.

Talk soon,
Coach Greg

Interested in ADHD Business Coaching?

Visit the website: <https://theadhdbusinesscoach.com> or
email me: adhdbizcoach@gmail.com

Referrals cont'd

So, how do you maximize word of mouth in your business? Here are 5 Steps you can start to take right now...

- 1 **Really appreciate your clients and let them know consistently that you value them**

This is the most important, yet overlooked element of creating endless referrals. Many businesses focus more on profits than on people. Focusing on profits alone can be detrimental to success and 'Word of Mouth' success comes from looking beyond just profit into how you can enrich your customer's lives.

Action: At least once a month, take the time to communicate with your clients and show them you appreciate them. Send them something of value, something unexpected, a bonus report, or a special piece of news you just found. Make it relevant to them and do it regularly.

More tips in the next newsletter or send me an email for the full list.