

 BREAK UP *with* MY BOSS

Productivity
TRACKER
GET MORE DONE IN LESS TIME

BREAKUPWITHMYBOSS.COM

Productivity TRACKER

Use this tracker to document how long tasks in your business take you.

This isn't a race.

By being realistic on how long it takes you to complete a task, you are setting yourself up for success by being able to fully take advantage of the time you have to work on your business.

As you go about your business, write down how long each task takes you. Only YOU know what specifics go into your own business but typical tasks would be:

- Checking your email
- Client work
- Sending invoices
- Creating your social media content calendar
- Writing blog posts
- Tweaking your website

As you begin to fill out your tracker, you'll see what you can accomplish when you only have a few minutes to work on your business and how much you can do when you have an afternoon.

Even if all you have is 15 minutes or half an hour, you'll be able to move your business forward instead of sitting at your computer overwhelmed by everything you need to do.

Most big projects, like a sales page, can be broken up into smaller chunks like creating the outline, finding stock photos, creating the payment buttons, etc. By breaking up big projects into smaller chunks, you are able to continue building your business, even when your time is limited.



