



When You're *Sick And Tired* Of Missing Them

1. Ask When Not What

What do you want done?

When do you want it done?

Date ____/____/____

Realistically, how much can you get done in that time and in what order?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

What would you like to include in the project, but you could hold off on:

- 1.
- 2.
- 3.
- 4.
- 5.

2. Create A List Of What Needs To Get Done By When

Meet to discuss your project requirements:

- Set a timer at the beginning of each meeting

- Create an outline of what needs to get done in that time
- Continue this in each meeting to help save time

Task:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Date of completion:

____/____/____
 ____/____/____
 ____/____/____
 ____/____/____
 ____/____/____
 ____/____/____
 ____/____/____
 ____/____/____
 ____/____/____
 ____/____/____

3. Set Smaller Deadlines Within Your Large Deadlines

Break projects into tasks to help you clarify every detail of the projects, assign accountability to your team members, work toward larger deadlines, and avoid procrastination. Brainstorm the tasks you need to complete for your project:

What workflow will work best for you and your team?

Task:

Person Accountable:

Due Date:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

- Use task templates in CoSchedule to organize your tasks and workflow.
- Test your workflow, and force yourself not to push back your deadlines.

4. Build In Buffer Time

How can you guarantee you will nail your deadlines, removing any lax mentality from your process?

Ex. Get your higher-ups to agree (before you create anything) that if you deliver, you get to ship it on time, thrash-free.

- 1.
- 2.
- 3.
- 4.
- 5.

- Share your deadline with the team so they'll hold you accountable.
- Associate a missed deadline with a punishment, while celebrating the deadlines you meet.
- Leave a day buffer from the last task to make time for mistakes and any unexpected delays.

5. Your Plate Is Only So Big

- Value all your time:** Know that you have 24 hours every day, just like everyone else. Hopping onto Facebook, texting, or a mindless zone out can add up. The average Facebook user spends 17 minutes on Facebook a day. That's 4 and a half days a year. Imagine how much you could get done in that extra time.
- Focus on your work:** While zoning out can distract from work, it's a proven fact that daydreaming can actually put off the desire for future rewards because you envisioned success, but did nothing to achieve it.
- End procrastination:**
 - Start easy
 - Break it down
 - Be nice to yourself
 - Get a good why
 - Be mindful

Based on your task list in step 2, plan your day by the hour to help you focus your time on what really matters and understand how long tasks take you to complete:

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					

6. Don't Be Afraid To Delegate Tasks

Decide what to delegate and to whom:

Task	Team Member	Key Points To Communicate
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

- Plan to check in, but don't be overbearing.

7. Ask For Clarification

This can be hard for some people; you don't want to sound incompetent. But sometimes, no matter how good of a listener you are, things don't always come out clear.

To save time in the long run, try to ask about what doesn't make sense.

- If you are unsure about something, make sure you get clarification.
- Ask open questions—this makes it easier to get more explanation not just a yes/no answer.
- State what the speaker has said as you understand it, and make sure that is what they really mean.
- Ask for specific examples.

8. Work During Your Most Productive Hours

When are you most productive? (AM/PM)

What are your fringe hours (when you're not distracted), and how can you turn those moments into productive hours?

Ex. Days off, lunch hours, in the car, summer, in the shower

Use these small pockets of time to increase your productivity.

9. Work Toward Your Goals Every Day

In the words of Harvey Pekar, *"Every day is a new deal. Keep working and maybe something will turn up."*

We are all busy—it may seem hard to find time—but turn off the TV, get up an hour earlier, and get just one more task done each day.

How could you remotivate yourself everyday?

Ex. Promise yourself a reward for knocking out a task.

- 1.
- 2.
- 3.
- 4.
- 5.

10. Learn from mistakes

Did you miss one of these steps? Which ones?

- Ask when not what
- Create a list of what needs to get done by when
- Set smaller deadlines within your large deadlines
- Build in buffer time

- Your plate is only so big
- Don't be afraid to delegate tasks
- Ask for clarification
- Work during your most productive hours
- Work toward your goals every day
- Learn from mistakes
- Never push deadlines

Did you take on too much?

- Write a note to remember for the future.
- Go back to #6 and find time to catch up.
- Check in with your team to let them know of the delay and get back to work.

11. Never push deadlines

- Use this download to keep everything on track and master your deadlines.

When you're ready to use task templates, hit every deadline, and publish more consistent content, try CoSchedule. It's your all-in-one marketing calendar. Get your 14-day free trial today!

Hear The Raves



"I use CoSchedule to promote every new blog post and to re-promote my most popular posts on a regular basis. It is a one-stop solution, since I can post to every social media channel from within WordPress. It is simple, elegant, and an indispensable part of my toolbox.

— **Michael Hyatt**, *New York Times* Bestselling Author of *Platform: Get Noticed in a Noisy World*



"I need to keep our editorial calendar sharp, coordinate our guest contributors, and make sure we are amplifying our blog posts with social media. For me, CoSchedule does all that perfectly. It's like magic for my blog!"

— **Jay Baer**, *Convince & Convert* Bestselling Author of *YouTility: Why Smart Marketing Is About Help Not Hype*

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The social media editorial calendar for WordPress

