

**BEFORE BUILDING BUSINESSES  
BUILD YOURSELF!**

---

# **THE PRODUCTIVITY HANDBOOK**

---

**BY SAURABH BHATNAGAR**

## About Saurabh



Saurabh Bhatnagar helps individuals & businesses scale their revenue using online marketing by helping them get more clients/customers.

Saurabh is the founder of multiple SAAS businesses & he is the world's finest online business growth strategist.

He has mentored multiple businesses hit 6-7 figures revenue.

Saurabh has developed his unique proprietary "TFP Formula" that he uses to generate profits & revenue online.

And that same formula is the reason behind him being behind some of Facebook's highest ROI ad campaigns & automated business funnels with highest conversion numbers.

# **THE PRODUCTIVITY HANDBOOK**

You might have the best manpower.

You might have the best resources....

But if you are not productive and you have the right mindset, and you are not productive, you'll not be able to reach your potential.

In this ebook, I'm going to share 7 powerful ways to become more productive so that you can achieve the success that you deserve.

Let's begin!

## **1. URGENT-IMPORTANT MATRIX**

As an entrepreneur or business owner, you are going to have 7 different tasks at one time...

Now it becomes important for you to prioritise these tasks so that you do the most important tasks first, which gives you the highest returns.

And sometimes, it's difficult to differentiate!

So, in such cases, the Urgent-Important Matrix or Eisenhower Matrix can be really helpful for you!

There are four columns in this matrix: Urgent & Important, Urgent & Not Important, Not Urgent But Important, and Not Urgent & Not Important.

.



When something falls into column 1, make sure you do it on priority. Once you finish these tasks, you move to the second column, which is not urgent but important. You need to start planning for these tasks.

The third column includes tasks that are urgent but not important. You need to delegate these tasks to your team members or someone whom you can delegate to.

If you don't have a person for this, make sure you find someone who can do it for you, otherwise, it'll keep consuming your precious time!

The last column includes tasks that are non-urgent and not important!

All you need to do is to eliminate these tasks from your life!

Easy, isn't it?

## 2. REDUCE YOUR DISTRACTIONS

Let me give you a task right now!

This week, identify 15 distractions that are stopping you from achieving your goals and eliminate them from your life!

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

You can print out this page or write it in your own diary, and you'll be able to implement it in your life!

Once you apply this, you'll see a massive level of difference in your life!

## 3. ELIMINATE PEOPLE FROM YOUR LIFE

Wait! I'm not asking you to eliminate your loved ones....

You have to eliminate people who are energy vampires!

You come across them on a daily basis and they just take up the energy that you could have used to build something massive.

I don't give my access to a lot of people because I know we have got a limited amount of energy and when we give our access to a lot of people, we tend to struggle in life.

Here is what you need to do!

Identify 7 people in your life who are not worth being in your life or who do not want to see you doing good in life or become successful and eliminate them this week.

Write in your notebook or print this page for yourself:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Remember, your energy is precious and when you give it to people who don't deserve it, you'll not be able to give your energy to what's important!

#### **4. MAKE A WORKPLACE FOR YOURSELF**

Why do I need a workplace!

I can do work from my bedroom as well...

If you are someone who thinks like that, you might be making a huge mistake.

When you have a separate place to work, you become more productive and you start doing a lot more things!

You'll see a massive shift in your mindset when you work from such a place.

So, start working on creating your workplace so people don't disturb you!

(It can even be your storeroom. Just get started with anything that you have)

## **5. IDENTIFY MEANINGLESS CONVERSATIONS**

Even if you are with the right people, but you keep having meaningless conversations with them, you won't grow.

This is not just a handbook of productivity, it's a handbook of success.

So, if you want to become more productive, positive, and motivated, follow this simple rule:

**From today, start counting how many times you indulge in meaningless conversations within a day.**

Meaningless conversations may include:

- Negative Talks about others
- Discussing random events
- Meaningless talks about the past
- Unproductive talks
- Plus much more

## **6. TASK MANAGEMENT**

It's just not enough to have an urgent-important matrix. Before creating the urgent-important matrix, you need to create a relevant to-do list for the months, weeks, and days!

When you break down your targets in form of these to-do lists, results automatically flow in!

I want you to write at least 3 targets here and break them down into a good to-do list for yourself.

## 7. EXERCISE

Adding some sort of warmup, stretching, or strength training is also a good thing to do.

When you do even basic exercises, you'll be able to realize that you have become more focused, calm, and productive.

Now write down a few exercises that you are going to do from today itself!

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

So this was a quick handbook to skyrocket your efficiency. I hope you will implement it and start getting amazing results for yourself.

However, if you need help in beginning efficiency in your online business and you want to learn about digital marketing as well. Here is what you need to do:



You can get on a one-to-one strategy call with our experts by clicking the link below and grab the opportunity to join us in our premium programs where you learn all these things.

See you there!

Link:

<https://calendly.com/saurabh-bhatnagar-mentoring/1on1-vip-consultation?month=2022-02>

## **Disclaimer**

India and International copyright laws protect this book and its contents. You may not reproduce, modify or distribute this book or its contents in any way unless you have written permission from Saurabh Bhatnagar. This book is for your learning use only. Any trademarked names mentioned in this book are the sole property of their respective companies. None of these companies are associated with Saurabh Bhatnagar.

## **Earnings**

The information contained in this book is designed to educate you on how to run a profitable online business. Saurabh Bhatnagar makes absolutely no promises or guarantees of income or earnings. Additionally, you should always abide by Federal and Local laws and regulations when doing anything online. By reading this book and implementing the training techniques you agree to hold Saurabh Bhatnagar harmless if any of your actions result in financial losses.

