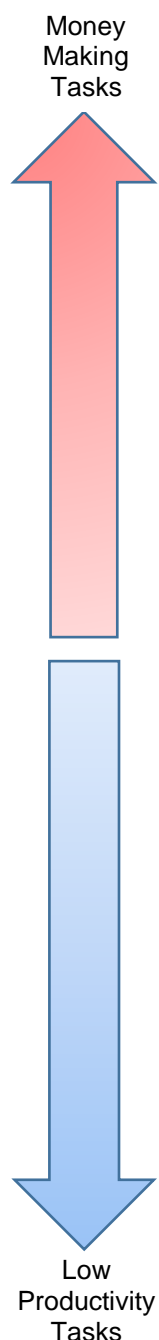


Focus On Making Money

Online Business Daily Productivity Guide

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Money Making Tasks

1. Creating a product based on a topic that you can see the market is already buying
2. Creating your sales page
3. Finding and contacting potential JV partners & affiliates
4. Researching in demand topics for new products
5. Learning copywriting (from courses or studying sales pages of top selling products)
6. Creating squeeze page & free "lead magnet" gifts
7. Working in 45 minute "chunks" & taking breaks (walks, coffee, TV) in between
8. Updating your TODO list with money making tasks at the top
9. Writing broadcast or autoresponder emails
10. Creating blog posts (content or educational product reviews)
11. Creating a firesale or short term special offer
12. Running and managing ad campaigns (e.g. Facebook)
13. Niche research
14. Using Google to find solutions to challenges you're facing right now
15. Customer support
16. Working out how to sell customers what they want but then give them what they need
17. Attending live events and chatting with attendees and presenters
18. Creating surveys to learn about your subscriber's problems and desires
19. Updating your swipe file containing other people's high converting sales copy
20. Reading marketers' emails
21. Watching sales videos or webinars
22. Consuming products that you've purchased
23. Updating your general research notes
24. Weighing up models (membership/coaching/software/info products) instead of just accepting there is no perfect model, just picking one and trying it
25. Making your site mobile friendly
26. Moving on to a new project before you've maxed out the existing one
27. Setting up split testing unless you expect more than 2,000 visitors or impressions
28. Choosing Wordpress themes and plugins
29. Working on multiple projects (including more than one niche)
30. Making deadlines instead of just working in focused chunks until the job's done
31. Deciding which hosting or autoresponder company to use
32. Solving and planning for potential problems that might arise in the future
33. Installing or adjusting banner ads on your site's sidebar
34. Choosing domain names
35. Choosing the colour/color scheme on your blog
36. Business planning more than 12 weeks in the future
37. Deciding company structure (sole trader, limited liability etc) before earning at least \$20K a year
38. Multitasking
39. Using social media (other than to develop relationships with affiliates & JV partners)
40. Searching for "new" business models instead of identifying and solving the specific challenges that are stopping you complete your current project

Low Productivity Tasks

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