



**Time Management and  
Productivity Secrets  
To Explode Your Online Income**

*by Amit Mehta*

**Amit Mehta** is a Speaker, Author, Blogger, and as a Self-Made Millionaire, is a part of the Exclusive 2% Club!

He currently authors ProfitSwami.com.

Amit has a PhD in Physics and previously worked at MIT Lincoln Labs in Lexington, Massachusetts.

Amit started his online business as a part time venture, working a few hours a day from home after he came back from work.



Within 9 months he quit (in June 2006) his \$90k/year job at MIT to pursue his online business efforts full time.

In early 2007 Amit went onto launch my first blog SuperAffiliateMindset.com, where he openly share a lot of his online marketing, and affiliate strategies and became a frequent speaker at the Affiliate Summit.

On October 14, 2008 he teamed up with Anik Singal to launch PPC Classroom 2.0, a complete course and monthly membership site teaching you everything you need to know to succeed as a PPC Affiliate.

PPC Classroom has impacted the lives of over 20,000 so far and continues to grow. It's been a HUGE success, more than Amit and Anik had anticipated.

Today Amit is living the life of his dreams, making a healthy 7-Figure personal income and working to positively impact more and more people every day.

Sincerely,

*Amit*

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I admit, after working with on Anik on PPC Classroom 2.0, I'm lazy.

I typically work 4-6 hours a day.

Yet at the same time I've lost count of the number of times I often get asked this question by business partners and people on my team: *"Amit how do you have so much ENERGY!"*

For the longest time I didn't have an answer for this question. Then I really thought it and realized there are actually a lot of things I do that help me keep my mental and physical energy at peak levels throughout the days.

**Having a high energy level and mental focus is extremely important,** especially if you want to develop the 'magical' momentum in your business where your income takes off!

A lot of online business owners, especially when they first get free and starting doing the business full time expect that now that they have all day to dedicate to their online efforts their income will explode!

WRONG!

What happens in most cases is that they are actually less productive even though they're full time their income often stagnates.

So what went wrong...? And what can you do to be a Super Productive Entrepreneur and skyrocket your business??



Here's the deal: Most part time entrepreneurs are really super motivated by the fact that they hate their jobs and desperately want to quit and do their online business full time.

Guess what happens when their dream comes true? When they fire their boss and finally walk away from the 9 to 5 rat race to enter the 'land of the living'?

You guessed it, they lose a lot of their drive and motivation AND since they now have all day to work on their online business (when they only had a 1-2 hr/day before) they have tough time dealing with the transition.

This is EXACTLY what happened to me when I first went full time. My business completely stagnated.

Fast forward to now, I get more done in 4-6 hrs a day than most online business owners get done in a week.

So how do I pull this off?

That's what I will share with you right now.

**These are time management and productivity tips that I've used to skyrocket my productivity.**

You can start applying these tips right away.

If you take my advice to heart you'll not only be able to increase your productive output by 3X-10X, AND you'll feel energized and motivated throughout the day!



## # 1 Weekly and Daily To Do List

I keep a daily appointment calendar where I list 8-12 of the most important things I MUST get done that day and I do them.

As you finished each item off the list check it off. Your goal is to check off all the items off your list by the end of the day.

I recommend that you **write your To-Do list the night before**, this way your subconscious mind will work on the list while you sleep and figure out the best way to complete all your task the following day.

No joke!



I use At-a-Glance Daily Appointments Calendar for my Daily To-Do Lists. This appointment calendar has a page for each day, it's perfect for a 8-12 item to do list.

I don't recommend using an online program, such as Google Calendar. ***I think there's something to be said about actually writing down your daily goals vs. typing them in some program.***

I also keep my appointment calendar on my desk right immediately in front of me so I know at all times what needs to be done.

As far as writing your To-Do List, I first start out my writing my weekly goals (at the beginning of the week) and then based on my weekly goal list I start writing to-do items for almost every day of the week right at the start of the week, and add and shift items as the week progresses.

## # 1 Weekly and Daily To Do List *(continued)*

I like to think of the daily To-Do list as way of breaking up and implementing your weekly goals.

Go can go one level higher and set monthly goals that you break into weekly goals.

*Once I first started implementing a daily To-Do list I saw a HUGE jump in my productivity and mental focus.* If you're not doing this already I would suggest you start writing a daily To-Do List IMMEDIATELY.



## # 2 Do Top 2 Tasks on Daily To-Do List FIRST

Do NOT check your email or read the paper first thing in the morning, **start your day doing your 2 most important tasks first.** These tasks should be income producing tasks that will directly impact the bottom line of your business.

**By doing your 2 most important tasks first, not only will you assure that your top tasks get done, it will also give you a great sense of accomplishment and motivated you to finish the remaining task on your To-Do List.**

This one takes some real discipline, but once you get in the habit of doing this you'll be amazed by the results.

### # 3 Eat 5-6 meals/day

This will give your body a steady flow of energy and keep your blood sugar level steady, preventing those nasty glycemic spikes in blood sugar that cause fatigue and drowsiness.

You really need to take some time to really plan this out to make it work.

I like to eat a small meal every 1.5 hours. Here are some of my favorites: yogurt with honey, 2 eggs medium over with a piece of bread, bowl of cereal, small plate of leftovers.

*I strongly recommend that you limit fast food & junk food as much as possible. Eating that stuff on a regular basis will kill your energy levels.*

As far as caffeine goes, I would limit yourself to a cup of tea or coffee ONCE A DAY ONLY.

Now if you're like many people, you're addicted to drinking 4 cans or soda and/or cups of coffee a day. If this is the case, then you need to slowly wean yourself off until you're down to one a day.



### # 4 Get a FULL Night's Sleep (7-9 hr/night)



I need around **7-8 hours a sleep a night** to be fully rested in the morning. Now this might not be realistic for a part time business owner, but if you're doing this business full time it's a MUST!

## # 5 Know Your Goals & WRITE Them Down

Write your goals and/or find pictures that represent them. Put these goals somewhere you can see them everyday.

DO NOT procrastinate on this.

**By writing and visualizing your goals you're instructing your subconscious mind on what you want.**



Remember that your subconscious is 1000X more powerful than your conscious mind, if you want to succeed you need your subconscious working with you and NOT against you.

## # 6 Outsource Low Value Tasks



Are you spending a good chunk of your day doing activities that can be done by a secretary or VA?

This is a big mental energy drainer, if you know what I mean! **Find a good VA ASAP and outsource these tasks.**

## # 7 Focus on Your Strengths and Outsource the Rest

This is a big one, when I started focusing on marketing and PPC and outsourced web design, content creation, and even writing copy my business skyrocketed.

**Focus on what you're best at and outsource the rest**, as a business owner you need to LIVE by this motto.

I will get into the ins and outs of outsourcing in a separate Module on Team Building and Outsourcing.



## # 8 Your Work Environment



Make sure you're working in an **uncluttered** environment, work on a large desk with lots of space, sit in a high back ergonomic chair.

Also, make sure you have good lighting and are **comfortable** where you work. Have your own home office, if possible, **separate** from everything else.

### # 9 Use a 30-inch Monitor or Multiple Monitors

Studies have that by upgrading to a 30 in monitor or adding additional monitors will improve your productivity by 40%.

At first I found this hard to believe but when I just recently upgraded to a 30 in Apple Cinema screen, I saw an immediate jump in my productivity.

There's something about the **increased Desktop room that allows you to get stuff done faster.**



### # 10 Learn to Speed Read



Without a question, the ability to read fast will speed up almost everything you do online.

For the longest time my reading speed was around 200-300 words per minute. On the other hand my wife, Shilpi, can speed read at about 1000 words per minute!

I'm using a program right now called **EyeQ that's a computer-based program that literally trains your eye and mind to read faster.** I've had amazing success with this program.

If you're not in a position to cough up \$250 for the EyeQ program, there's a lot of cheap paperback books you can find on speed reading on Amazon.

***I strongly encourage you to be persistent and learn how to speed read, it's skill that will literally change your life.***

### #11 Take Breaks Every 60 Minutes

This one's a no-brainer as far as I'm concerned, you need to **recharge your "mental batteries" throughout the day to maintain a high energy level.**

Here's a powerful routine I recommend:

1. At the beginning of the day work for 1 hour straight on your top task for the day and NOTHING ELSE.
2. After 1 hour take a 10-15 minute break.
3. After your break, go back to working on your top task for the day, if you're done with that task, move on to the next one.
4. Again take a break after an hour, this time you can take a longer break



Below I've listed some suggestive breaks that will help you recharge...

1

Go to the Gym! Even if you just spend 20 minutes on the treadmill you'd be surprised how refreshed and energized you'll feel. A great time to go to the gym is in the morning.

I meet with a personal trainer 3-4 times a week.

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2

Meditate. In my opinion this is the #1 way to recharge your mental energy and focus. I meditate for 1 hour EVERYDAY, 6-7 days a week. This has had a huge impact on my personal life and my business.

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3

Take a 20-30 minute cat nap. This REALLY helps if you're feeling physically exhausted.

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4

In general, any non-computer/non-business activity that relaxes you and preferably involve some amount of physical activity.

Checking our email or facebook account DOES NOT count as a break. You absolutely must get away from your computer.



Now I know some of you are thinking: “Amit, are you crazy? You’re telling me by taking breaks and working less that I’ll actually get MORE done?!?”

That’s EXACTLY what I’m telling you. The fact is you can only work so many more hours a day, on the other hand, it’s possible to improve your efficiency and productivity by up to 3X to 10X.

There’s no way you can make such gains by just working longer hours.

Start implementing the productivity tips listed and you’ll be amazed by how much more you can get done!

Honestly, if you’re one of the many entrepreneurs out there struggling to be productive, it’s going to be really tough breaking old habits.

**The sooner you change those old habits and become a Super Productive Entrepreneur, the sooner your business will SKYROCKET and the quality of your life will dramatically improve.**



