

The do first checklist.

A guide to getting things done!

Developed by Jenni Walke



stop procrastinating and start taking action on your terms!

ABOUT THE CREATOR

Jenni Walke is the Founder and Managing Director of Elephant in the Room™ consulting. Jenni has over 25 years experience and expertise in leadership development, capability development, business strategy, coaching and facilitation.

Jenni works with businesses and leaders to understand how they work, develop strategies to solve complex problems through new and innovative solutions, and develop processes and programs that enables them to serve their clients or organisation better.



THANK YOU

Thanks for taking the time to download the **Do first checklist**. I have put together this simple strategy to help you take back control of your time, organise your day and get more done...on your terms.

You may think what I propose is **too simple**, but believe me, it will change the way you work and make decisions and is the result of years of experience working with clients and on my own business.

I want to share it with you so you can start focusing on your business, instead of in it! This will save you hundreds of hours of time going round and round in circles trying to work out what to do next!

Follow this simple process to prioritise your day to day decision making and focus your effort on what's important. The process is simple, frees your mind and focuses your effort.

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STEP 1 TO OVERCOMING OVERWHELM

HOW DO YOU SPEND YOUR TIME?

The first step is to make a list of the tasks and activities you do or need to do that are floating about in your head.

So it's time to do a braindump!!

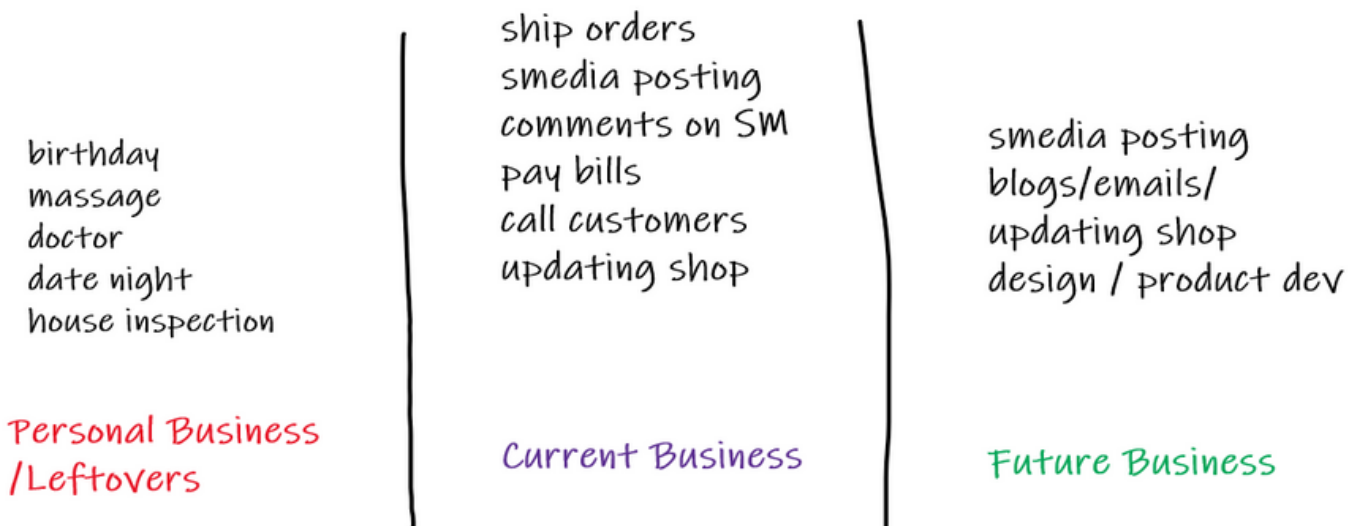
All the things that are in your head, put down on paper, placing them in one of three columns:

- Current business
- Future business
- Personal business/Leftovers (the things that don't fit anywhere else!)

Include all the tasks that you need to do, including follow up clients, client or supplier calls, bookkeeping, social media, appointments, paying bills, client meetings, client work, delivering your product or service etc, date night with your partner, family or best friend, going to the gym or taking a walk.

Place an asterisk against recurring tasks or activities. This may include weekly team meeting; creating social media posts or your date night!

A simple way to capture this is shown below.

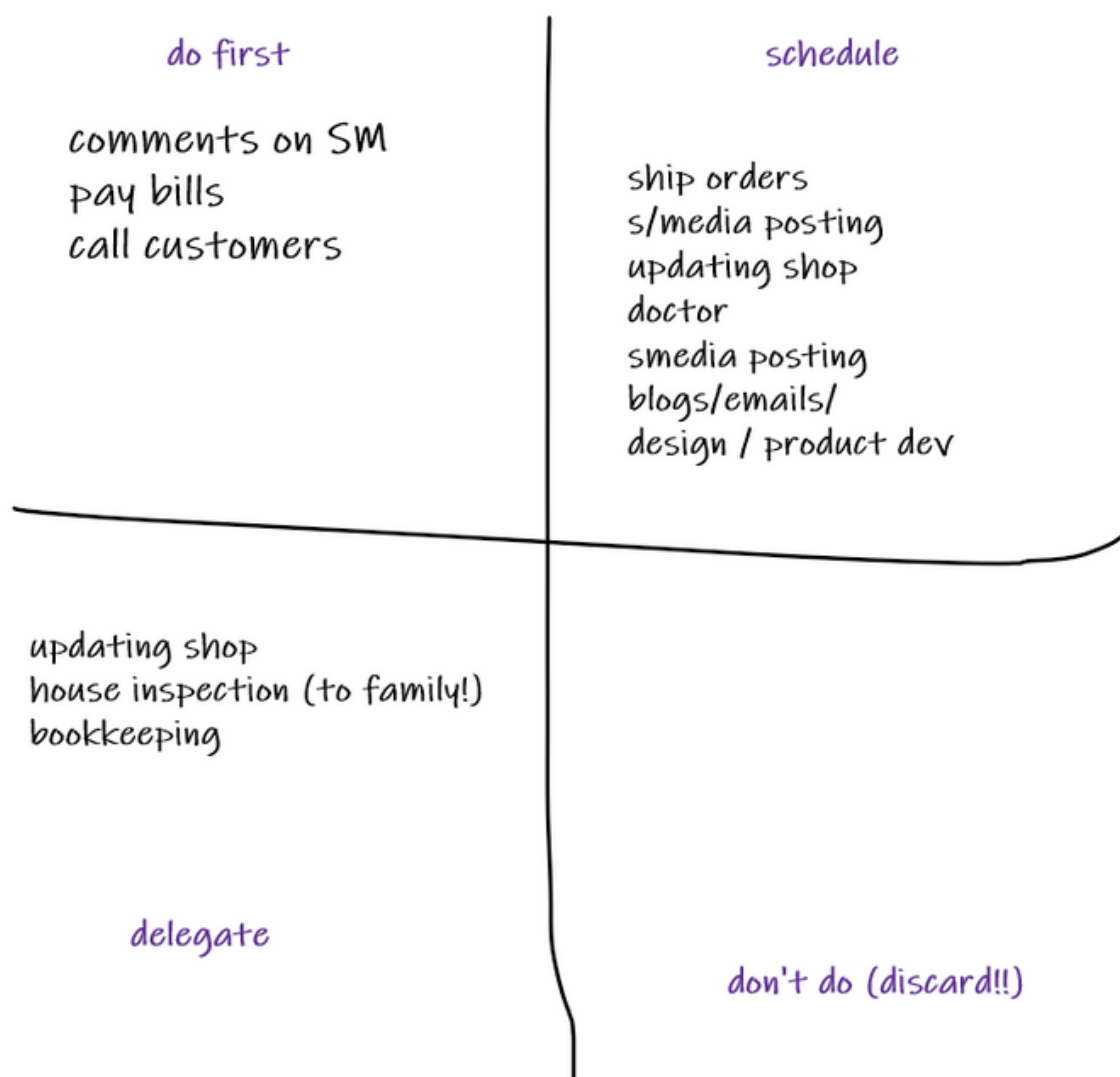


STEP 2 TO OVERCOMING OVERWHELM

PRIORITISE YOUR TASKS

The next step is to prioritise your tasks. Using a 4 box matrix, prioritise tasks by urgency and importance, placing them in one of the 4 quadrants below, based on the different work strategies described.

- Do First: First focus on important tasks to be done the same day.
- Schedule: Important, but not-so-urgent stuff should be scheduled.
- Delegate: What's urgent, but less important, delegate to others.
- Don't Do: What's neither urgent nor important, don't do at all.



STEP 3 TO OVERCOMING OVERWHELM

CREATE YOUR IDEAL WEEK

- Using a week (or month) to a view calendar, schedule all recurring daily, weekly or monthly tasks/actions in your calendar.
- Schedule remaining tasks in order of priority based on their position in the matrix.

Elephant in the Room Consulting
Weekly Scheduling

FB - Future Business
CB - Current Business
PB - Personal Business



Monday		FB / CB / PB	Tuesday		FB / CB / PB	Wednesday		FB / CB / PB
6:00								
7:00								
8:00								
9:00								
10:00								
11:00								
12:00								
1:00								
2:00								
3:00								
4:00								
5:00								
6:00								
7:00								

Thursday		FB / CB / PB	Friday		FB / CB / PB	Saturday / Sunday		FB / CB / PB
6:00								
7:00								
8:00								
9:00								
10:00								
11:00								
12:00								
1:00								
2:00								
3:00								
4:00								
5:00								
6:00								
7:00								

Notes:

BONUS TIP: do this task at the start of each month, and then each week to review your tasks.

WANT MORE ?

JOIN THE **EMPIRE BUILDERS MASTERMIND**

Empire Builders is a THREE DAY immersive program to help business owners, empire builders, side hustlers, and entrepreneurs to level up their businesses and create the future of their dreams.

Step away from the daily distractions, and take time to work on yourself and your business, share ideas, and get clear on your priorities. **Gain clarity, focus, and develop plan to grow your business.**

The Empire Builders Mastermind includes...

- 3 days group and 1:1 coaching with Jenni
- Comprehensive workbook
- Resources & tools to support your journey
- 1:1 strategy session to gain clarity on your business goals
- Up to 3 Group coaching sessions
- Luxury accommodation at Cabarita Beach and Amazing food to keep you focused and creative juices flowing



Learn more at elephantintheroomau.com/empirebuilders
or email jenni@eitrc consulting.com to book a 1:1 chat!

TESTIMONIALS



Jenni is heaven-sent!

Within minutes of our first meeting, she had easily shone a light on my plans and vision and helped me redirect to where my focus should be.

She broke it down into easy-to-understand steps and given me the push I needed. Jenni also encouraged me to look outside of the box, which I deeply appreciate.

Thank you 🥰🥰

— **Leena Salim, Jazz Singer**



When life brings you lemons, make lemonade.

As I flirted with the idea of creating an online training business, I didn't know where to start and felt overwhelmed. I began very, very slowly. **And then I met Jenni Walke, the business coach Lemonade maker.** Passionate and energetic, she was able to see the essence of who I am and what my passions are.

Her genius relies on grasping the big picture, the one that I couldn't see and translate that into step by step strategies. Many times, I thought I could go on, Jenni stood like a pillar and lighthouse.

Making business lemonade might taste sour. However, Jenni as a coach and mentor on my side is sweeter!

— **Annie Lebrun, Germany**



When I reached out to [Jenni] everything was fine in my life. I am a working Mum with two little girls and I love my husband and I like my job. Nothing was wrong. In fact, everything was fine. But just fine.

I realised wanted some zing back in my life, some adventure, new challenges, and fun. But I couldn't articulate what was wrong or what I wanted to change. Jenni has been great at helping me recognise what is great in my life and how to focus more energy into that. And also talking me through what needs improving and how I can affect lasting change. All with encouragement, understanding, and wisdom.

I honestly wish I had called her earlier. She is the real deal. If you just need a push, some clarification or help finding your passion, this is the lady for you.

— **Amber Parr, Money Madams**



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