

Productivity From Uncle Ron's Porch

Mastering Calendars

Weekly Plans

Set Blocks For
Repeatable Activities

Daily Plans

Prepare & Make
Daily Adjustments

Time Blocking

Create Focused Time
Windows For Activity

Micro-Commitments

Eliminate Notifications
To Limit Distractions

The most important rule to follow

None of us can multi-task. Don't kid yourself. When you make a commitment to yourself, focus and complete it. Then reward yourself for accomplishing your goal.

If you see more success at specific times of day, leverage those times with blocks that tackle the most precious work that you have.

Over time, you will stack wins on wins. This is how your business can grow and get ahead. These rewards will allow you to be the best that you possibly can be at what you do!

Uncle Ron's Pen & Paper Tools

Favorite Pens: Refyne EP1 Copper or EP1 Titanium (www.refyne.com)

Favorite Notebooks: Lochby Field Journal w/Refills (www.lochby.com)

Uncle Ron's Favorite Electronic Tools

Google Workspace - Email, Calendar, Tasks, Keep, Contacts, Voice

Hubspot - CRM, Automation, Tasks, Deal Tracking, Templates

Notion - AI Enabled hub for creativity and lists

Answer Force - Virtual Answering Service for Phones