

Millionaire **INSIDERS**

A stylized black silhouette of a city skyline with three buildings of varying heights, each with a grid of white squares representing windows.

Real Millionaires - Real Action

with Jaime Tardy, The Eventual Millionaire

Being an entrepreneur doesn't mean that you can get away with an overflowing to-do list that you end up adding dozens of new tasks for every one you cross out. Here, successful entrepreneur and author Hugh Culver shares how his weekly Friday Fifteen habit has helped him maintain his sanity while plowing through his responsibilities.



Millionaire Interview with Hugh Culver

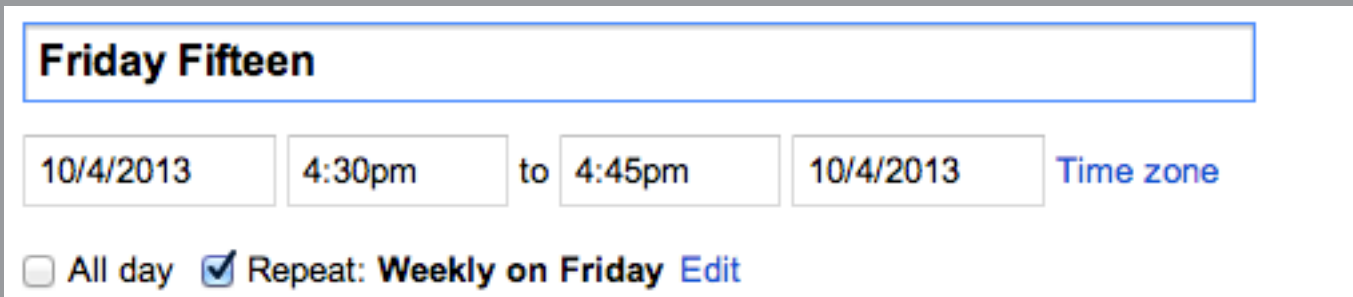
□ DEDICATE FIFTEEN MINUTES

Dedicate 15 minutes every Friday to finish things that haven't been done. Go easy on yourself and just work on the things that you could finish within those 15 minutes. Why 15 minutes? Because 15 minutes is something that anyone can afford. It's long enough for you to get some stuff done, like paying a bill or returning a phone call yet short enough for you not to bail out on.

04

TAKE ACTION NOW:

Set up a recurring 15-minute appointment in your calendar every Friday to remind you that you have to wrap things up already.



Friday Fifteen

10/4/2013 4:30pm to 4:45pm 10/4/2013 [Time zone](#)

All day Repeat: **Weekly on Friday** [Edit](#)

□ DO, DELEGATE, OR DUMP

Once your 15 minutes is up, look at your list and see what could be moved to next week, what could be delegated, or what could be deleted. Next create a new list which may be composed of a dozen things to tackle next week. Remember, make your work list as doable as possible. This list's main goal, which Hugh calls as your Flight Plan, really is to put in writing the things that you can finish by Friday of the next week. Apart from the weekly Flight Plan, you may also work on a daily list which you can make the night before based on the weekly list. Hugh looks at this daily list and his calendar only while working.

05

TAKE ACTION NOW:

Start plotting your weekly list which should be finished by Friday. Then make another daily list, which is basically just assigning specific tasks to be done on a specific day.

The image shows a productivity template titled "GET IT DONE" in red text on a teal background. It features five columns for the days of the week (M, T, W, T, F) and three rows for different time periods: WEEKEND, THIS MONTH, and EVENTUALLY. Each cell contains a list of ten small circles for task entry. The website address www.invincibleinc.com is visible in the bottom right corner.

□ CLEAN YOUR WORKSPACE

It's very important to maintain a clean and clutter-free desk according to Hugh, so he cleans his up every Friday before leaving for home. An organized desk can make you feel successful as it means that you have accomplished what needs to be finished. It's also a welcome sight come Monday when you need to tackle another week's workload. Clutter is a big distraction and you don't want all those post-its, no matter how colorful, to add to those things that bother you.

TAKE ACTION NOW:

- Tidy up your work area.
- Get rid of all post-its and notes.
- Make this a weekly habit.

□ ORGANIZE YOUR TO-DOS

Instead of sticky notes, Hugh Culver suggests organizing your task list into three parts: Your Flight Plan, Holding Zone, and Calendar.

Your Flight Plan is your weekly to-do list focusing just on what needs to be done this week.

The Holding Zone is for those items that are important but that can be given attention to a bit later, like checking out a website, reading a suggested book, and things that need attention at a later date. Your holding zone is where you will be pulling from for the following weeks to-do list.

The Calendar is for the appointments that you have to keep. You should also block time for each item on your to-list so that you focus on that item and know when you need to stop and move on to something else.

TAKE ACTION NOW:

Look at your to-do list now and segregate them into Flight Plan, Holding Zone or Calendar.

FINAL THOUGHT

It's not always easy to start something especially when it comes to task management. The key is to start implementing one discipline at a time. Get rid of all the reminders and put them in a holding zone, for one. Then once you have cleared this, start making your weekly list and book that 15 minutes on a Friday as soon as you can.