

A top-down view of a desk with a laptop on the left, a pen in the center, and several planners on the right. One planner is open, showing a monthly layout with days of the week and dates. Another planner is partially visible underneath it, showing a weekly layout. A third planner is on the far right, showing a list of items. The text 'Are you Busy or Productive?' is overlaid on a grey rectangular background in the center of the image.

Are you Busy or Productive?

A monthly planner grid showing the days of the week from Sunday to Saturday. The grid is divided into columns for each day. The text 'Presenter Sara Mayer' is overlaid on a grey rectangular background in the center of the image.

Presenter Sara Mayer



Grab a notepad and pen!

Are you...
Busy



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Or...
Productive



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*What's the
difference...*



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Busy...
The feeling of
accomplishment



Productive...
moving the ball closer to
the goal every single day.



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Are you productive or busy, why?

You...
set and write down your goals
and schedule regular review



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You...

Focus daily on one thing that is
goal related daily... then
increase to three things



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You...
Master the art of productive
working

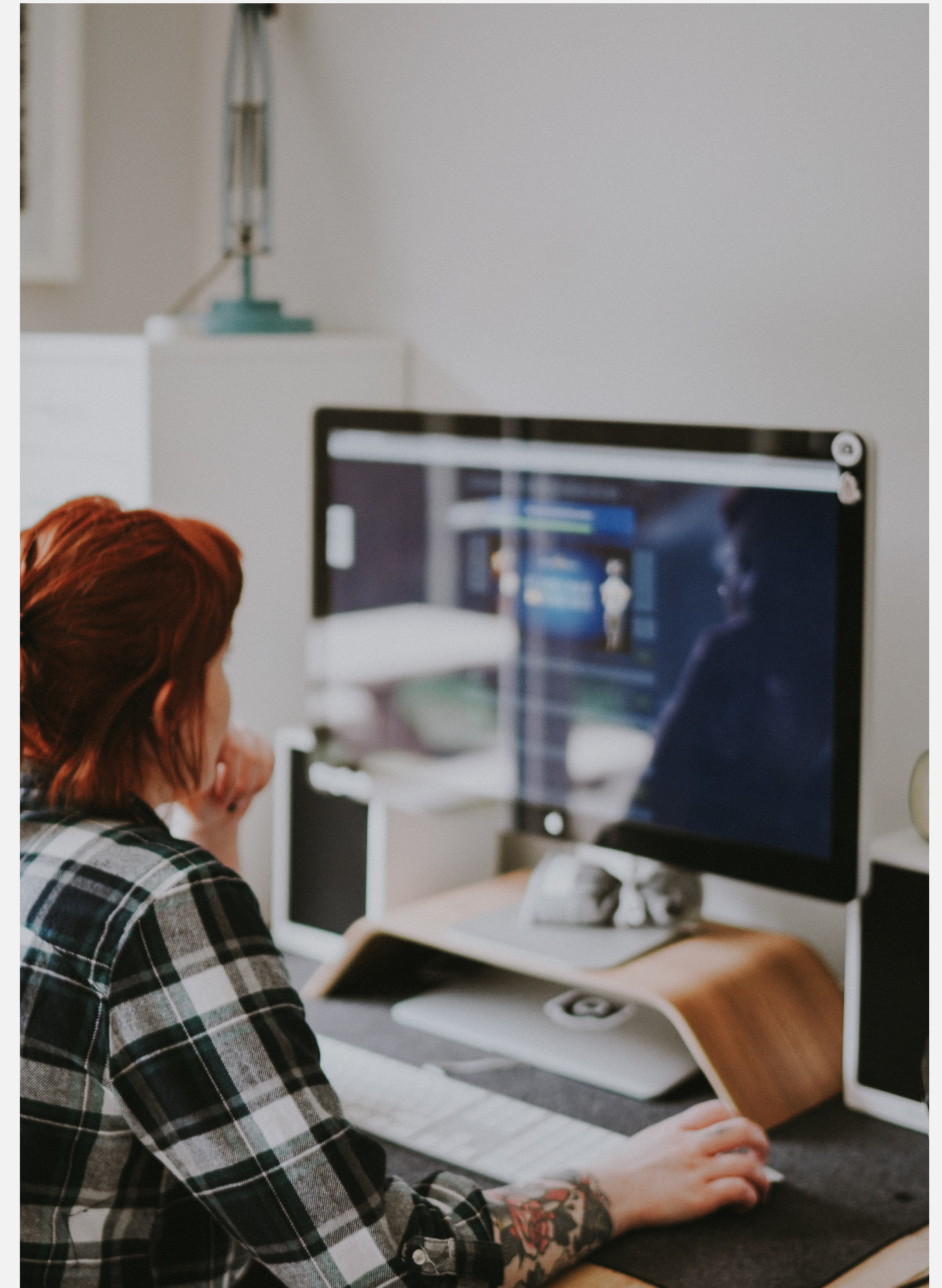


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Recap

Set & Write Down Your Goals

Focus on one thing goal related
daily... increase to three

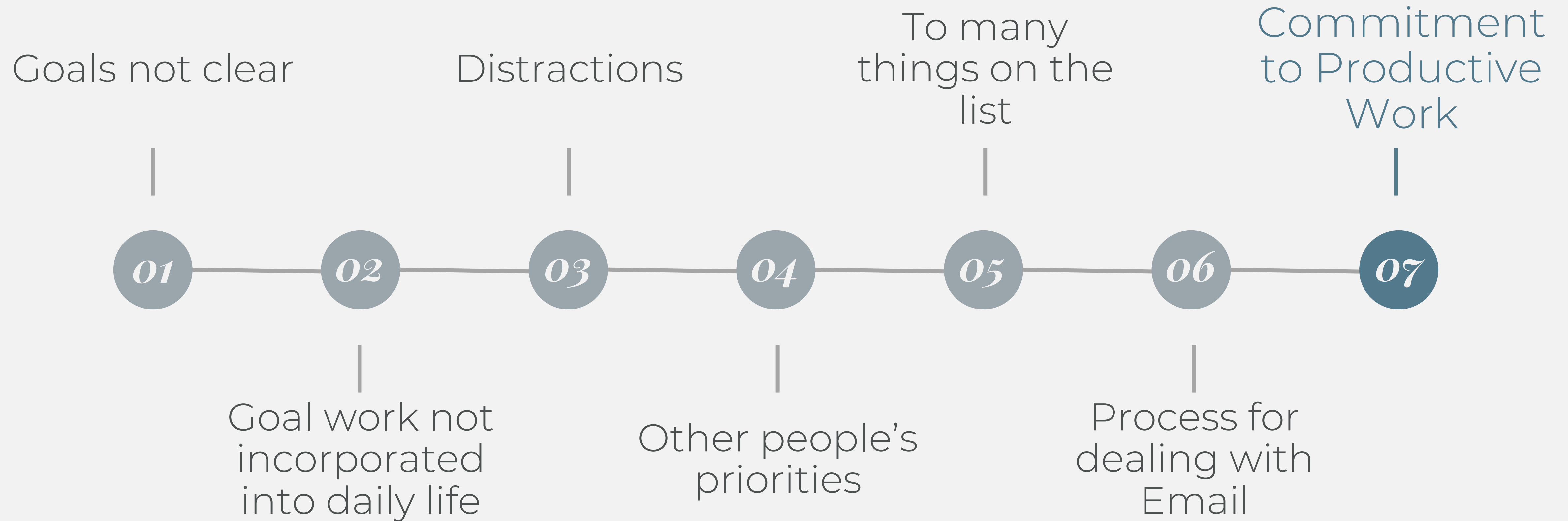
Master the art of productive working

But how do I begin...
determine what's getting in
your way



Photo by [Dayne Topkin](#) on [Unsplash](#)

What gets in the way...



You can be...
Productive



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You can do it!

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