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Freedom To Profit

It goes without saying that there are only so many workable hours in any given day, and one of the key components to maximizing your online income is in maximizing your time. Failure to do so will ultimately result in a constant struggle for success, where you are overloaded with daily tasks that do nothing to help improve your bottom line.

... Are you *experiencing business overload? Having too many 'off days'?*

You've probably had days where you sat at your computer for hours only to shut it down at the end of the day, feeling as though you've accomplished nothing. While we all have our 'off days', it's important that we learn how to effectively manage our time so that we're not only working smarter - we're actually able to work less while still getting more done!

Imagine being able to log off after only a few hours of work, knowing that you've actually gotten more done than those days where you were chained to your desk for hours – your creativity gone along with your energy and motivation.

And there's more to the ongoing success of your business than just time management alone. You also need to learn how to delegate tasks, outsource projects, automate tasks, and streamline your business so that you're able to compete in your market.

If you take a closer look at successful people in your market, you'll find that they seem to have an abundance of time, are happier, motivated and focused.

So, how can they run such wildly successful businesses without being burdened,

and weighed down by the day-to-day business grind?

They've learned how to harness the power of time management, and in "assigning value" to their business projects. They've discovered the incredible value in focusing only on the most important aspects of business, while letting go of the things that don't matter.

Freedom to Profit is a special report written specifically for those who are desperate to learn how to maximize productivity, while minimizing their workload. We'll explore some of the easiest ways of optimizing each and every workday, while helping you finally gain the freedom you need – to succeed!

Creating A Workable System

We all need a well-managed routine, or system that helps to keep us on track. Without one, we find ourselves wasting valuable time just trying to get organized from day to day. By creating a project schedule however, we know exactly what we need to get done each day.

Have you ever felt as though you just didn't know where to begin? That could be because your workload is very overwhelming and you have so many things to get done that you end up not getting anything done at all! So, not only do you need a project schedule, you need a *workable system* that breaks down your workload into simple tasks - setting a specific time frame on every project.

Keep it simple and realistic. The objective is to create a workable system, so you don't want to become overzealous in what you believe you accomplish every day.

A strict, overloaded work system will only bog you down and you'll likely find it impossible to stick to, so set realistic goals based on the time you allocate to each project, the time you have available each day, and the tasks that only you can do.

The Law of Contraction

Have you ever heard of the Law of Contraction?

It simply means that work tends to expand or contract depending on the time it is allotted.

For example, if you assign four weeks to complete a project, chances are, you'll take every little bit of those four weeks to get it done. But if you allocated only two weeks to the same project, chances are you'd still be able to complete it during that time frame.

For many, failure to assign deadlines to projects means that the project never ends up getting done. It's also common to finish things up at the last minute, especially if deadlines are set far in the future.

Instead, create a reasonable deadline for every project that is not too far off in the distant future. Depending on the scope of your project, you'll need to allocate time based on overall tasks, but never give yourself more time that you really need otherwise you'll find it hard to stay focused.

It's important to prioritize tasks and projects, while assigning a deadline to each one. By doing this, you are holding yourself responsible for staying on track and becoming your own boss.

When we work for ourselves, it's easy to get caught up in pushing deadlines and extending projects, but when we do this, we not only get less done, but many of our projects end up never being completed.

So, assign priority to each project, and a deadline and do your best to see it through. You'll be amazed at how much more you get done, and with more completed projects, the more money you're likely to make!

Be Aware Of Time-Wasters

Many of us are prey to time-wasters that we may not even pay attention to. Do you find yourself spending an hour here and there on forums or social media sites? Do you get caught up in checking email multiple times throughout the day? Are you easily distracted by news sites, social media or blogs?

In order to effectively utilize our time, we often need to force ourselves to disconnect from online distractions, even ones that we may think of as part of the job. One great example of this is how often you check your email accounts.

Do you really need to log in multiple times throughout the day?

While staying on top of emails is often an important part of your job, you should consider checking your accounts only after you have completed your daily tasks, or perhaps halfway through the day, once you've managed to get something else done.

The trouble is, many of us aren't even aware of our time-wasting weaknesses but if you add up all of the time you spend outside of your task list in any given day, chances are, you'll be quite surprised by how much time you are devoting to non-productive tasks. While we all need breaks throughout the day, it's important they are assigned breaks, and that we pay attention to how we spend our time.

Make a conscious effort to track your daily activities over a period of 1-2 days and you'll quickly discover pockets of valuable time that you're not currently utilizing effectively. Then, work towards cutting down the time spent on areas that are not directly contributing to the success of your business and before too long, you'll be working less, while still getting more done!

Faster - Smarter - Better available at <http://www.FasterSmarterBetter.com/special/> is all about working smarter, not harder.

This course was written by two of the leading marketer's today, who together, have sold over \$10 million dollars in digital products. While there is certainly no magic bullet to becoming an overnight success, there are ways to building unbelievable wealth just by focusing on building a solid (virtually infallible) evergreen business, and they'll show you exactly how to get started.

Faster, Smarter, Better! Check it out at <http://www.FasterSmarterBetter.com/special/> and download the complete video course that will take you on a step-by-step journey to making more money than ever before, while working less!

Boost Productivity

We just discussed the importance of managing your time effectively, but there's another way to quickly boost productivity so that you're able to maximize your online income.

Outsource!

Part of every successful business strategy involves delegating responsibility and tasks to other people. You can only get so much done on your own, before it becomes overwhelming or you end up sacrificing projects because you're simply short on time.

And there's another reason to outsource some of your projects and still make more money than ever before! By outsourcing, you can tap into the knowledge of experts without having to know a specific market yourself! That means that you'll never be limited by your own experience or skills again, because if you want to create a product around a profitable market that you're unfamiliar with, you can simply hire it out to an industry expert and then sell it as your own!

Depending on your budget, you could easily benefit just by outsourcing a small portion of your projects, and then expand the amount of outsourcing as you generate profit from the products you are selling. Start small, and work towards building solid relationships with quality freelancers who are reliable, trustworthy and who will get the job done on time.

Since time management is such an essential component of building a successful business, it's far easier to manage a couple of freelancers than to hire too many at once, so keep it simple - and start by outsourcing one or two projects that would otherwise take you a lot of time to do yourself. That way, you can focus on the tasks that you excel at. Not only will your products be of higher quality, but you'll be able to double your income by pushing out a greater number of offers.

Here are a few sources for finding quality freelancers:

[Freelancer.com](#) - You can set up milestone payments for every project, paying freelancers only after they deliver completed projects. Very affordable with a large database of freelance professionals (Top Pick)

[Guru.com](#) - Large community of freelance professionals but often higher rates than industry standard.

[Forums](#) - Search for forums in your market and it's likely that you'll be able to find freelancers who are not only experienced with the topic, but who are willing to work at affordable rates.

Be on the lookout for new freelancers who are looking to build up their client base. Quite often, they will have lower rates when just starting out, but will still deliver high quality content!

Your objective is to manage only the tasks and projects that REQUIRE your attention. These are the things that only you can do in your business. Everything else should be outsourced to professionals. Even if you can't afford to outsource everything, start off by delegating one or two tasks to a freelancer, so that you're free to focus on growing and building your business.

You'll make more money than you ever thought possible, because rather than being bogged down with tedious tasks, you'll be in full control over expanding your outreach.

And with a broader outreach, more products, more time and more attention placed on more important tasks, the faster your business will grow!

Utilize Automation Tools

One of the easiest ways to free up your time and resources is to take advantage of *automation tools*.

Automation tools cannot only help you to better manage your business, but they can play a major role in maximizing your income!

Here's how:

Automation tools are designed to **streamline your business**, so you're free to focus on the more important aspects of building and managing your projects. Having a solid business system in place will help you expand your outreach so that you're actively recruiting new business rather than being caught up in the day-to-day tasks of simply running the show.

There are many different areas of your business that can be automated, including:

Set Up A Help Desk

Customer Support often takes up the majority of our time during the day. Customers need prompt support, and it's our job to make sure that they receive it. But regardless of how many support requests you receive each day, you can take measures to better manage your customer support department, while minimizing lost time.

For starters, you should re-route all support requests directly through a help desk, rather than receiving them via email. That way, if you later create a support team, all requests will go directly to them, rather than to you. Second, it's a lot easier to manage support requests when they are all organized in one area, rather than sorting through your inbox, trying to prioritize support requests.

For a simple, yet robust help desk software solution, check out

<http://www.surefireoffer.com/VIPDS/index.html>

This help desk software can handle thousands of customer support requests, emails and tickets, all organized based on department. You will be able to log into one main area and manage all support tickets, or assign staff to specific departments. This is a fantastic way to cut back on the time you spend managing customer support issues, while still making sure that your customer's are given prompt and reliable support!

Shopping Cart Systems

There is no better or faster way to set up your online store, implement payment links or manage distribution and delivery of your products than with a powerful shopping cart system.

Shopping carts streamline the checkout process, making it easy for your customer's to purchase multiple products from your website without having to go through the checkout process over and over again. This will also minimize abandon carts, because your customer's will be able to purchase as many different products during one simple session.

You can grab a copy of the powerful VIP Shopping Cart software from <http://www.surefireoffer.com/VIPCS/index.html> instantly.

VIP Shopping Cart makes it easier than ever to create payment links for all of your products, while providing your website visitor's with a simple interface that will guide them through the entire checkout process. When it comes to installation, you don't need to know any HTML or programming in order to set up the entire shopping cart system because this powerful shopping cart software will take care of everything for you!

This shopping cart system will also help you manage your time in another way, because it offers your customer's the opportunity to review their past orders, download current products and manage their order history, saving you a tremendous amount of time by not having to deal with support tickets requesting help with their orders!

You can also mass upload your entire product library, rather than having to spend hours manually uploading individual items. Furthermore, you can highlight certain products, offer daily deals, feature coupons and specials and offer both digital and physical products on your website.

Take advantage of automation tools to speed up your tasks and efficiently manage your business so that you're able to focus on growing your business and maximizing your income!

Eliminate Profit Loss

Do you know the easiest way of eliminating lost profits?

Focus only on the things that make you money!

Sounds like common sense, right? Yet many of us get caught up on spending vast amounts of time working on tasks that never result in profit. We spend countless hours dealing with the day-to-day aspects of running our business that we actually lose money because our time is mismanaged.

As entrepreneur's, we should only focus on the tasks and projects that will result in an increase in profit. Otherwise, we need to either outsource it OR eliminate it altogether.

Sometimes it's not always easy to identify areas of profit loss, because they're not as obvious as you may think.

For example, when you plan out a project, do you know how to trim the fat? While it's important to always go the extra mile when creating valuable products that our market will respond to, it's easy to go off the deep end, spending far too much time expanding on content, increasing the project length, or adding in a ton of "extras" that quickly chew up a large portion of our allocated time.

When that happens, we end up with an inflated project that we struggle to complete, or worse, we end up not finishing at all.

So, when creating your project outlines, be careful to create a full outline of everything that you plan to cover and include and when it's complete – push it out.

Market ready doesn't have to mean perfect – you can always tweak and improve your product based on the feedback from your market.

Minimize Long-Term Goals

Long-term goals often stifle the creative process because rather than being focused on your short-term goals, you are far too busy thinking about what you "plan to do".

Successful people focus on the *here and now*. They come up with an idea for a product, and they assign a short-term time frame to get it done. That way, the idea is still fresh in their minds and the product is still relevant at the time of completion.

Long-term goals are also self-limiting in regards to allocated time. If you set out to do a project that you don't plan to release for a year, by the time that year is up, chances are you've lost interest or focus on that project. And in most competitive markets, a project that takes a year to complete isn't likely to be in demand as it was a year earlier.

While it's perfectly fine to think about the long-term *outlook* for your business overall, when it comes to specific projects, you want to do your best to focus on your current objectives and goals.

Work towards short-term goals that contribute to the long-term process of building an evergreen, successful business. Tackle each project individually, setting a reasonable time frame for completion and outsource everything you can afford to, that does not require your full attention. Free yourself up to profit, and to succeed.

Best of success!

Recommended Resources

Help Desk Software

Visit: <http://www.surefireoffer.com/VIPDS/index.html>

Shopping Cart Software

Visit: <http://www.surefireoffer.com/VIPCS/index.html>

Super Time Management Tips

Visit: <http://webbusinessproducts.com/SuperTimeManagement/>

Faster Smarter Better

Visit: <http://www.FasterSmarterBetter.com/special/>