

DAILY DISCIPLINE for Entrepreneurs

Presented by Dexter & Pamela Montgomery



If you have finally come to the place of admitting you have problems with self-discipline and you're determined to finally overcome this, celebrate this step. It's a clear indicator that you have reached a significant milestone.

Here are twenty-one ways to help you boost your daily productivity and achieve your daily goals.

1. Avoid the Perfectionist Trap

You finally finish that project, but when you start proofing it or testing it, you think of one more way it can be improved. Then you think of another. Then you research another. Before you know it, you've practically rewritten or redesigned the beast and you're scrambling to meet deadlines (your own, or client-driven ones.)

Learn step back and say "STOP! This is done" by deciding in advance to do so. (It's easier than you think.)

2. Don't Punish Yourself for Success

If you finish a project early, resist the urge to immediately fill it with another one. That's like punishing yourself for being super-efficient and leads to stress and burnout – no matter how keen you are on your business.

Instead, reward yourself with a well-earned dose of self-care. Read a book. Watch a movie. Sit in the garden for the afternoon. Go see your horse. Get your hair done.

3. Learn to Switch Off

It's a proven fact that the most burned-out people are those whose mind is always on their business. That's a paradox for most entrepreneurs, but talk to any top, seven-figure entrepreneur and you'll find that ninety-nine per cent of this elite category have no trouble shutting the office door at a certain point every day.

And running on empty won't make you more efficient. It will just undermine the quality of your work and increase stress.

4. Don't Schedule Every Last Minute

Many entrepreneurs plan just enough time to complete a project before starting the next one. This is planning for perfection, also known as 'planning for stress'. What happens in Real Life is that something always comes up. You get a call from the school to come pick up your sick child. You're knocked out by a migraine. Even minor distractions, such as your dog having an accident on the carpet or a phone call you weren't expecting can throw off your perfect, to-the-minute schedule.

Plus, if you're seeing clients, you know the importance of decompressing even just for ten minutes to properly prepare you for the next client – but in addition to time for making notes, be sure to build in time for going to the washroom or getting a fresh glass of water or just getting out of your seat and stretching.

5. Remember the 80/20 Rule

If you're not familiar with it, this is commonly known as the Pareto Principle: Namely, that business people spend eighty per cent of their time on trivial tasks and twenty per cent on truly vital ones.

Keep the truly vital ones, and discard, delegate, automate or outsource the rest. Getting into the habit of doing this will revitalize your business and your life.

6. Watch Out for Downtime Anxiety

The sad fact about entrepreneurs is that the more we do, the more we feel compelled to do. We start to feel anxious or guilty if we find ourselves with downtime ... so we fill it in.

Stop. That's just another way of punishing yourself for success.

7. Procrastinating is an Indicator, Not a Sin

If you find yourself always procrastinating before starting a specific task or activity, treat it as a friend. Don't beat yourself up with a bunch of 'should' self-reproaches. Procrastination is a clue that

something isn't working for you. Either it needs to be dropped, delegated, automated or outsourced, or you are feeling intimidated and need to give yourself a pep talk and Just Do It.

In either case, take the time to identify what's causing you to procrastinate, and you'll be able to apply the right solution without shame or blame ... or further procrastination.

8. Realize that Discipline Needs Practice

You won't just suddenly wake up one day, able to be perfectly self-disciplined, any more than a non-musician can wake up one day and be a violin virtuoso. Like any other skill, it needs practice. But keep practicing, and that day will come!

9. If Something Isn't Working, Check the Time of Day

Here's a common scenario. The experts tell you to get your most hated task over with first thing in the morning. The result? You end up procrastinating on Facebook.

If this consistently happens to you, try throwing that rule out, and doing the task at a different time of day. (Maybe you need to get one successful task over with, before tackling the dreary one, as a confidence boost.)

Take the time to find the right time of day to tackle the joy killers ... or outsource them!

10. Don't Schedule Your Most Hated Task for the End of the Day

If you've ever done this, you probably already know what happens. That's right: You end up putting it off for "first thing in the morning". Then, the next day, it's hanging over your head all day, because that day's tasks eat up all your time and, having put it off once, it's easier to put it off again.

Also, if you habitually put off your most hated task for the end of the day, consider that you might be addicted to the guilty pleasure of

assigning it to “first thing in the morning”. (This can feel like a real luxury, if you’ve completed everything else.)

Simply rescheduling it to another point in your day should put a stop to that self-destructive tendency.

11. Realize That Perpetual Busy-ness is Another Type of Procrastination

Are you doing this? A simple way to tell: Does the task you fear most not get done, or get done late, because you’re busy being busy?

If so, stop telling yourself that you’re the opposite of a procrastinator. You’re not.

12. Don’t Skip Meals

When you’re busy, the temptation is to skip breakfast or lunch and just barrel through. Not only is this bad for you emotionally, it’s also a strain on your system and brain cells. Not eating causes blood sugar fluctuations and that can lead to anything from feeling tired to making mistakes.

Taking time for a scheduled meal is another way to boost your self-esteem. You’re telling your body and brain that you matter; that you are as important as your clients.

13. Try the Kick-Start Method

You tell yourself that you do your best work if you sit down and get to it without eating first in the morning: However, realize that you’ll pay for the burst of emotional energy this gives you, later in the day.

Avoid the crash by using it as a kick-start method; not as a way of life. Set your timer for no more than an hour (twenty-five minutes is ideal), start your task or activity; then when the timer goes off, go eat breakfast. Away from your desk.

Do this for a week, and you’ll probably find you get the best of both worlds: That morale boost in the morning plus sustained energy over the day.

14. Time Meal Breaks

If you find that meal breaks derail you, and you end up spending two hours and forty minutes for lunch, try:

- Moving away from the computer (and distractions like Facebook) when you eat
- Setting your timer for meal breaks too

15. Find the Hidden Time

Ever wish there were more hours in a day? Well, there usually are. Get up an hour earlier in the morning and fit in those things you usually never have time for. Work for an hour on writing the book you keep telling everyone you're working on. Take the dog for a walk. Go for a jog. Take time for a healthy, relaxed breakfast. Meditate. Get the Hated Task done before you ever start work.

Gaining that priceless extra hour can make a real difference to your business ... and your life.

16. Cultivate Self-Honesty

The next time you tell yourself or someone else that you're "too busy" to do something, try changing that message to yourself or to others. Try saying "I don't want to..." or, "It's not important", instead of "I'm too busy". ("It's not important for me to meet with my top client" will give you quite different feeling than "it's not important for me to organize George's sock drawer".)

Speaking your truth helps strip away excuses or evasions: You can instantly see when you need a dose of self-discipline, when you need to delegate or hand someone their own task back to them ... or when you're just plain shirking something you really do need to do.

17. Take the Time to Prepare

So, you've developed the habit of making your To-Do list at the end of the day. Don't just pick it up in the morning and run with it, however. Take the time to look over it. Is there anything you missed?

Have you scheduled enough time for Activity A? Are there any other important tasks you failed to include?

Don't use this as another way to procrastinate, however: Five minutes reflection is all it should take. But taking that five minutes to check your goals for the day can often boost productivity to new heights.

18. Start with One New Habit

People nowadays suffer from a compulsion to tackle too much. The result? They soon lapse, overwhelmed by all they are trying to accomplish.

Don't try to change too much, too fast. Start by changing one negative habit, and don't move on to the next until you're getting used to your new, positive habit.

19. Take Feelings Out of the Equation

If you are one of those who habitually waits until you feel like doing a task, understand that you don't have to be enslaved by that habit any more. (Plus, if you wait for your feelings to change about a task you don't like or find hard, you'll wait till the cows come home.)

If you find yourself saying things like, "I'm too depressed to work" or "I'm too tired to tackle this", don't be a slave to those emotions and thoughts. Do it anyway.

20. Find Your Motivation

Self-discipline should never be about forcing yourself to do unpleasant things or denying yourself pleasure. If that's how you see it, you're doomed before you start.

Self-discipline should be all about finding your motivation. With the right motivation, you will find yourself able to tackle just about anything.

21. Discipline Creates True Confidence

Those who successfully transform bad habits to proactive ones quickly find out that their confidence increases exponentially.

That confidence will reflect in your interactions with clients and other members of your business community. It will sharpen your focus and teach others they can trust you, because you always do what you promise and get things done.

Discipline is only hard if you keep telling yourself it is. Find your motivations, remove distraction and see how much joy that adds to life.

In the end, discipline brings its own, priceless rewards.

Notes

RESOURCE GUIDE

The Resource Guide lists the people, books, and products that make a difference in our business and our lives as entrepreneurs. These are a few of the resources that we use to build and grow our business. These resources can help you build your authority status.

Many of our recommendations are provided through an affiliate link. This means that we will be compensated and at least one of us has personally used each product, course, or training we recommend and that it has received our "My Biz Dream Team Seal of Approval." At no time, will you ever pay more, and many times we have negotiated a special pricing so that you receive additional benefits through our link at no additional cost.

Hosting Services

[Bluehost: Hosting your website](#)

[Blubrry: Hosting your podcast](#)

Books

Continual learning is the hallmark of a leader and entrepreneur. We are always looking for influential and inspirational books to expand our knowledge and awareness.

Kevin Kruse, [15 Secrets Successful People Know about Time Management](#)

Darren Hardy, [The Compound Effect: Jumpstart Your Income, Your Life, Your Success](#)

Grant Cardone, [The 10X Rule: The Only Difference Between Success and Failure](#)

Daniel Goleman, [Emotional Intelligence: Why It Can Matter More Than IQ](#)

Daniel Goleman, [Focus: The Hidden Driver of Excellence](#)

Michael Hyatt, [Platform: Get Noticed in a Noisy World](#)

[Reinventing You: Define Your Brand, Imagine Your Future. Dorie Clark](#)

Training

Dexter and Pamela Montgomery: [The Strategic Pathway to Success Program](#) This comprehensive program helps new online entrepreneurs avoid the massive mistakes that keep them struggling.

Dexter and Pamela Montgomery: [Special Report and Training Guide: The Podcasting Power Playbook](#)

Dexter and Pamela Montgomery: [Special Report and Training Guide: Build My Business Dream Team](#)

Connie Ragen Green and Adrienne Dupree: [Top 20 WP Plugins](#) This course takes the mystery out of WordPress plugins. Learn about the ones you need to add to your website to save you time and earn you money.

Connie Ragen Green and Adrienne Dupree: [10K Laser Coaching](#) Be a fly on the wall as Connie and Adrienne conduct private coaching sessions of their clients. Learn from the students' successes and avoid their mistakes.

Connie Ragen Green: [The Genius Hour Interviews](#) Listen to over 12 hours of interviews that give you invaluable insight into the minds of successful entrepreneurs.

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Ron Douglas and Alice Seba: [Elite Writers Lab](#)

Alice Seba: [DIYPLR \(Free Social Media Tips\)](#)

[Coach Glue: Grab Your Free New Client Kit](#)

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ABOUT THE AUTHORS



We are Pamela Montgomery and Dexter Montgomery, authors, entrepreneurs, and speakers. We are a married couple and business partners.

Our focus is helping new online entrepreneurs **achieve uncommon results** in their businesses and in their lives. We work to help new entrepreneurs avoid the massive mistakes that keep you struggling and feeling overwhelmed. Through our weekly teleseminar training seminar series, [My](#)

[Biz Dream Team: Opportunity Wednesday Training Series](#) we discuss topics relevant to the new entrepreneur as you build and grow your business.

As online marketers for the past few years, we create information products, teach classes online, host a weekly teleseminar training series about online marketing, produce a podcast series, and mentor new entrepreneurs looking to get out of the rat-race.

Prior to starting our online business, we were a typical two-income couple living in the suburbs outside of Washington, D.C.

Dexter has over 30 years of experience in business and finance in the public and private sectors.

Pamela had over 30 years of experience as an attorney. During her career, she served six years on active duty as an officer in the U.S. Army Judge Advocate General's Corps. For 15 years, she was the chief spokesperson of a federal agency and responsible for the educational programming. She has made hundreds of presentations as she traveled across the country representing the agency at numerous meetings, seminars, and conferences. I (Pamela) just love to teach!

We were each working 65-70 hours a week in office jobs and wanted to find a way out of the rat race. By owning an online marketing business focused on helping other entrepreneurs and investing in real estate, I (Pamela) could retire from my office job.

Now we are just that much closer to fully living the life of our dreams. Pamela is now able to work from home or anywhere in the world.

We both love to travel and explore new and interesting places. Now we have more time for travel and to work with the non-profit organizations that we support.

Our Motto: Do What You Do Best, and Let Your Team do the Rest

Daily Discipline for Entrepreneurs

We would love to talk to you about the issues that you face as a new entrepreneur. You can use the information below to contact us.

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Or you can follow us on social media or respond to one of our emails. We would love to hear from you!

Notes

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