ONLINE
ENTREPRENEUR
MOTIVATION

Online Business & Motivation Tips For The Online Entrepreneur

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Productivity Tips for the Home-Based Business Owner

Working from home may sound like a luxury, and it is if you have a clear guideline of how to get your work done without letting the pleasures of your home get in the way. You have all heard of the saying "do not mix business with pleasure" right. This article will show you just how working from home can make you relax on your job and give you five productivity tips for the home business owner.

1. Schedule Your Time

Working from home can make you get your eyes off the prize very easily especially since you are your own boss. No rush, no answering to nobody, such freedom, right? Don't put this mentality in your head. Make a to-do list for every day beforehand and try your best to meet it. Waking up early in the morning at a set time and getting the basic tasks done is a very good way of getting you into a working mood. Remember you are not a monopoly.

2. Customize Your House

There is no place better than home, the place you kick back and relax at the end of the day, right? That's true, and as such, you should not view your home as a home but as a workplace. Try to get a place in your house and customize it to look and feel like an office. You can make use of one of

the extra rooms if any or clear out the basement as long as you are away from the tempting pleasures like the entertainment set. Also, behave like people in ordinary jobs do. Dress up for work, get to your "office" on time, and have a schedule on when doing what.

3. Be Money Oriented

You may be wondering why I would advise you to be money oriented when the main goal of working is to get money. It is not uncommon to hear people talk about how they can't wait to get out of work; it is like they are imprisoned. This should not be the case for you, especially since there is no one supervising you. Be intent on making more and more money, and every time you make some more you will feel that the work has paid off, and that way you won't relax on the job. Also, develop a passion for the job to not feel like a prisoner.

4. Make A Deal With Your Family

As long as you are working at home, you will have a lot of interaction with your family. However, try to make them understand that you are on a "real" job even if it is from home. They must respect your time. They're however maybe young kids who simply can't understand this. In that case, try to get a nanny for them to get their attention from you.

5. Give Yourself Some Time Off

All work and no play make John a dull boy. Take some time off to refresh your mind and clear your head so you can resume your job with replenished energy. This way you will offer better services making your customers feel more satisfied and build your reputation. The last thing you want is to get burned out.

Try these five productivity tips for the home business owner and see your business improve.

5 Productivity Tips & Tools To Help You Get More Done

While everyone strives so hard to be more productive at work or any other place very few have mastered the art and the techniques of getting more done quite easily. Most people spend countless hour troubling themselves on what to do yet there are some tools that can make it possible to increase the productivity at work.

Starting with the simple tools like keeping to do lists to the complex ones like listening to classical music, it is possible to just achieve more at work. The techniques work immensely well and one can take one step after another until you get to the top. They are quite easy practical and very effective. Here are some of them.

1. Get to be more organized.

Though this can seem to be a normal thing, organized people get more done so easily. It requires that you get to analyze your techniques of working and see if they help you achieve more in a day or not. This can be achieved by finding out what technique works best for you. It is more profitable to use the tools that are at your disposal wisely and set some guidelines on how you do things. For instance you can have a guideline of how you respond to mails and which mails you respond to.

2. Re-plan your meetings

Using your calendar to its maximum is one of the ways to get the best in your work. Try to rethink how you do your meetings and reschedule some things so as to give you time to prepare. For instance if you have meetings running throughout the day, then you can reduce the time of each meeting from one hour to 50 minutes or from 30 to 25 minutes. This will give you time to prepare for the next one and get in when you are ready.

3. Design a stop to do list

Almost everyone has a "to do list," which is a good thing. But one needs to have something else that is not quite popular. There are some things that you do in the office that are not that important and you are always planning to stop doing them. You need to have a "stop to do list". This list should show the things that you should not do and how to stop them. A serious emphasis on this tool and technique can see one reduce the time wasted and spend it doing important things. In the event this will ensure that more is done.

4. Using Pomodoro timers.

A Pomodoro timer is a tool used by many people who seek to increase the amount of work done. This tool creates breaks in between your work to make sure that the level of productivity is increased. Those who use it always takes a 25 minutes sprint working, then take three to five minute break then back to work. The techniques ensure that you maximize your

concentration then take a break to allow the brain to cool off. It is a very effective tool for increasing productivity.

5. Automate some things

If it is possible to automate those things that you can be automated to save the time and use it to do other things. Some of the things one can automate include social media posting, email marketing tools and many other things. Using some automation software like Hubspot is one of the most effective ways of increasing how much you can do at work.

At the end of the day, using some of these tools and techniques is the best way to go about increasing the amount of work done. They are the simplest, easiest and most effective tools that anyone can apply. One thing about them is that it is not hard to learn them and they simply do not require rocket science to make them work. This is to say that they are applicable to anyone and anywhere.

5 Tips To Making The Most Out of Evernote

Evernote is a magnificent tool that lets you keep track of almost anything and everything that could be presented as digital information. Yes, it makes life a lot easier if you have a virtual assistant do things for you; but, that's only possible when you know how to use it. Don't get lost in the "tech-maze" of Evernote – these five tips will help you use it best:

1. You Need To Know The Shortcuts: Shortcuts will help you create a new note without you having to leave your current application. For instance, if you are on Mac OS X, you can use the shortcut Cmd-Ctrl-N to create a new note without leaving the application you happen to be using. In the case of Windows, the shortcut would be Ctrl-Alt-N.

If you want to search for something that's inside Evernote, a quick Shift-Win-F would pull up Evernote to the foreground and let you search anything you want immediately. In the case of Mac, the shortcut's going to be Cmd-Ctrl-E.

A full list of Mac and Windows shortcuts are just a Google search away – learn them and you can begin using Evernote like a pro.

2. Use It As Your Second Address Book: Of course you got your phone address book to work as your contact manager and you can definitely sync that with your computer to use it more efficiently, but there are people out there you touch base with far less frequently, right?

Use Evernote to keep your address book clutter free and keep track of conversations with your PR people, your potential clients or just people you don't converse with frequently.

How to do that? Tag your messages in your contacts folder with keywords that would help you remember contexts later on – simple!

You could also scan business cards and sync them into Evernote. It'll use character recognition to identify your contacts so you can find someone just through their business cards.

3. Use The Favorites Bar: If you have something that you need to pull up pretty often like a sales performance sheet, a rate chart or anything similar, you could just create a note and add it to the Evernote favorites bar in your browser. This feature really makes this easier. However, there's one caveat – this is available only to Windows and Mac 10.7 or later users – the earlier versions of Mac don't gel with this feature for some unknown reason.

4. Choose Local Notebook: Worried about going over quota because you have large files? Don't worry. You can still use Evernote – you just need to create a local folder for the application that won't be synced

Choose the "Local Notebook" option instead of "Synchronized Notebook" option when creating the new folder and you won't overshoot your quota. However, this feature is not available with the Web Service version of Evernote.

5. Share your Notebooks: This feature is widely underutilized, but if used could save you the trouble of sending over information repeatedly to those whom you want to share it with. Depending on your platform, you could easily share folders with the rest of the world and even allow them to modify information at the click of a button – without you having to send over the same stuff repeatedly to different users. Platform based information on how to do that is available on the Evernote blog.

The above five tips are definitely going to make you like Evernote more and use it to your advantage.

10 Quick Productivity Hacks You Don't Want To Miss

Staying productive all the time is a difficult challenge for many people. If you are normally unsatisfied with your productivity, these 10 productivity hacks can help you improve:

1. Do something you are passionate about

This is arguably the most important productivity hack. If you do what you believe in, you will have all the motivation to accomplish it. Your whole mind will be on the task so you are likely to put in more hours to achieve the best.

2. Be an early riser (Sleep early too)

Mornings are normally the most peaceful times of the day, free from the normal hustles and bustles. This is the best time to accomplish your most important tasks since you mind is still fresh. Early risers also tend to be a step ahead of the rest since they have already settled by the time the day starts. Sleeping early helps you get enough rest in order to rise up early and fresh for the next day.

3. Organize your day before you start it, and evaluate it at the end

Before you start your day, identify all the activities you need to accomplish. Create a to-do list, organize them according to priority and estimate the length of time it would take to accomplish each. The biggest challenge to this is that some tasks tend to pop up during the day hence interfering with your schedule. Try always to deal with the most important tasks first. Finally, before you leave, evaluate your accomplishments for the day and areas that need improvement. Don't just make a to-do list, make sure you stick to it!

4. Avoid unnecessary distractions

As much as possible avoid things and requests that derail from you accomplishing your goals. Here are a few tips on how to avoid them:

- Learn to politely decline tasks or requests that do not add up to your goals.

- Avoid unplanned meetings as much as possible.

- Stay away from your phone (put it on silent mode or switch it off completely).

- Work off-line or avoid the internet (whenever possible).

5. Delegate and outsource

If you are poor in doing something, chances are there is someone out there who is good at doing the same. Besides, you should avoid huge tasks which can be broken down and shared. Share it out and it will be accomplished efficiently without you being over-strained.

6. Embrace Healthy Living

Healthy living involves the uptake of proper nutrition and regular exercising which results in proper break-down of fats into energy (else all fats will be stored as body fat). A healthy person has higher energy levels hence is more productive.

7. Take regular breaks

Productivity is not the length of hours you have worked but what you have achieved. You cannot work optimally the whole period of time, therefore, you need to create breaks to allow you to re-energize .

8. Clear your workspace

Clearing your workspace (including the number of open windows on your computer and files on you desk) minimizes distractions hence allows you to focus on one task at a time.

9. Start with the most difficult tasks

Getting the most difficult jobs out of your way first in the morning will help you reduce procrastination and focus on other issues.

10.Create time for routine tasks

Create a specific time when you do your routine jobs like checking your mails, accessing your emails and social media. This way you avoid wasting time doing these tasks at different times during the day.

If you follow these steps your are likely to find yourself happier and more productive.

How to Create Your Own Mastermind Group

According to Napoleon Hill, a Mastermind Group

"Consists of two or more people that work in perfect harmony for the attainment of a definite purpose." ---Think and Grow Rich (Tribeca Books, 2013)

The very foremost thing that you must understand is that a Mastermind Group is a combination of just two are more people working with the spirit of harmony and cooperation to meet a distinctive goal in a particular business and attain success.

There are innumerable ways to start a Mastermind Group. I hate all those roundabouts regulations and so, decided to come up with some precise and crystal clear lists that you can follow to create a Mastermind Group of your own.

I. Selection of Group Members:

The members that you select for the group must have the following

* Right attitude and commitment towards the business.

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