

TIME MATTERS EXPERT SERIES:

*How to focus your productivity so you can reach your goals
And
Create your peaceful joy-filled life.*

ACTION SHEET



Maribel Jimenez

Maribel Jimenez is an international speaker, bestselling author, and marketing mentor.

She is founder of Creative Solutions Consulting, the New Superwoman community, cofounder of Bake Your Book mentoring and her newest brand Your Dream Launch. She works with Entrepreneurs, Coaches, and Consultants teaching how to launch to 6 & 7 figures with successful product and program launches.

For the past 15 years, Maribel has written successful marketing campaigns, curriculum and training programs for multi-million dollar organizations and won numerous awards. Her passion is to help entrepreneurs tap into their brilliance, share it with the world through powerful dream launches and create great prosperity in their business while maintaining a balance in their lives. She is the Creator of the Dream Launch Formula systems.

Notes from the interview:

1) How and when did you make the biggest shift in your own focus?

- While I was an employee I took lots of courses on being focused and productive and it worked until I left to become an entrepreneur.
- Working from home with 3 kids was the biggest challenge.
- It all fell apart and the shift happened when I decided I needed to be focused on what I wanted to create NOW, not 10 years from now. I needed to structure and create a business and life that I enjoyed RIGHT now and enjoy the journey. This is now my anchor!

2) How and when did you make the biggest shift in your own productivity?

- Shift happened when an earlier boss told me to work smarter, not harder.
- At first this felt like an insult and years later it clicked. What he meant was I needed to work on quality activities versus quantity activities.
- Instead of crossing off all the small easy things and focusing on the number of things checked off, I started to focus on the quality of the activity. I started to ask “What are the most powerful things on this list that I can get done?” These are 3-5 things that are in your own skill set that only you can do and will move your business along exponentially.
- Example of powerful activities: Focus on money making activities. For example speaking to a group of people instead of one person at a time. I also make time for speaking with others who are reaching many also.
- Example of small easy non-powerful activities that are time robbers: Email. I learned to contain the amount of time I spend on email. Auto responders if needed. Limit time on social media (30 minutes).
- You will use as much time as you give yourself to do a task.

3) What is your personal “secret move” or unique recommendation for easily increasing focus?

- I pay attention to the peak time about when I tend to be most focused and have the most energy. I do my most powerful activities during that time.
- I don't work in the evening or on my non-peak times, it takes me twice as long to do the same thing.
- I take good care of myself. I get sleep, drink water, eat foods that give me energy.

4) What is your personal “secret move” or unique recommendation for easily increasing productivity?

- I make sure I have a clean and organized environment. This goes for my brain and my desk.
- I do a daily brain dump and I get things out of my head. I put things at the time that I will do them, delegate them, or decide not to do them.
- Same for my desk—I have a super clean desk with places for items to file, trash, delegate, or do it right now (inbox). This helps me not waste energy looking for things.
- Have a system to manage your stuff on your desk.
- Chunk big projects in to smaller pieces. I manage that on my calendar and to-do list so I can move little steps forward on bigger projects.

5) What is your best tip for entrepreneurs and professionals who want to easily meet their business goals and have a productive peaceful joy-filled life?

- Meditate and visualize. Doing this taught me to pause and get connected to my vision and then move forward from that. Allows me to pay attention to who I want to be, what my heart desires, and then move from there.

6) What is the unique transformation you offer with your work?

- Peaceful, Playful, Prosperous.
- I teach women how to rock their on-line marketing launch without sacrificing their life.
- You CAN have both a successful marketing launch system and have a balanced life. I call this the New Superwoman Way.

7) How can our listeners learn more about you and your work?

- Maribel's Free Gift is at www.Preparetolaunchchecklist.com/Sarah or www.timemattersexperts.com/replay and look for Maribel.
- Prepare to launch checklist includes:
 - 5 core areas to prepare for a launch so that you can rock your business and life.
 - 10 minutes to millions meditation/visualization is also included when you join her community.

8) Parting thought:

- Whether you think you can or think you can't, you are right. ~Henry Ford.

Your Notes: