

TIME MATTERS EXPERT SERIES:

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

ACTION SHEET



Raven Blair Glover

As smart & savvy business owners, we're always looking for exciting innovative ways to attract new clients ... such as hosting a podcast, telesummits, Google hangouts or radio shows. By far one of the hottest trends on those types of platforms to provide listeners with "informative Interviews from Top Experts." Former CNN radio personality & award winning talk show host, Raven the Talk Show Maven is....known by many as the queen of Internet radio & interview conversion.

Jack Canfield was quoted saying "You didn't start out that way but Now...You're One Of The Best Interviewers On The Planet"

She's a master at interviewing celebrities & world renowned leaders... today Raven's here to share some of her insider secrets!

Notes from the interview:

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

- I was a late bloomer.
- I was forced to sit still and really pay attention to where I was at the age of 55 when my mother was in the ICU.
- It forced me to focus on how to make a change quickly.
- I had to Step up, Show up, and Grow up.

2) How are you able to stay laser focused during the most challenging and difficult times?

- I learned to focus on the solution and not the problem.
- Recognize the problem but be clear why it is a problem for you and be clear about how you move from negative to positive and have a clear roadmap to the solution.
- Focus on what is ahead which are solutions, opportunities, and possibilities.

3) You have coaching clients, three (3) radio shows of your own as well as a global radio station and magazine, how do you balance it all in terms of staying focused?

- I start with what is the most important thing that needs to get done today.
- Take advantage of the quiet times of the day. I get a lot done when others are sleeping!
- I go on lock down for the weekend to finish a project. Arrange quiet time and get a project done.
 - Set up 3-4 hours a day with no interruptions on Friday, Saturday, and Sunday
 - Let others know that you don't want to be disturbed
 - Finish a project during that time
- Have your "back-up plan" for the day and recapture the time that you need to finish projects so you can stick to your plan.

4) With all that you have going on, what are some strategies you use to keep from being distracted?

- Realize that the multi-tasking has got to go!
- Be laser focused on one thing a time.
- Set up your next day at the end of the day. I use a 3 project rule. I pick 3 projects a day and do nothing else until those are complete. I always make sure one of those is related to bringing in income.
- Whatever I put down as my project, I am 100% committed to it. Partial commitment doesn't work.
- Focus on your fastest way to cash.
- Be honest about how much time you need to accomplish particular tasks.

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

- When I began to ask for help. I used to try and do everything myself.
- I created a team of people that can do things better and faster than I can do myself.
- Stop doing everything yourself! Teamwork is dreamwork.
- Ask your way to success.

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

- **Raven’s Fabulous Fs**
 - **FOCUS on the FIRST thing** to accomplish in the time you have (not the second or third thing).
 - **Is it FEASIBLE** to do in the time you have
 - **Step out of FEAR**—face it head on and get past it
 - **FIND some money** and the **FASTEST** way to cash
 - **FIND out who your clients are** and see what the commonalities are
 - **FUN**—is it Fun? When it is fun it is fabulous!

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

- **My DREAM Formula**
 - **Discover the dream** and determine the why and decide why you want to get there. Be committed to your dream.
 - **Roadmap:** Create a roadmap and design it step by step to reach that dream.
 - **Execute the roadmap** swiftly to maintain interest
 - **Accelerate the process** and speed it up—leverage from others and repurpose what you do and create multiple income streams from that
 - **Maximize your potential** and that will expand your possibilities—use your team

8) 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?

- Believe in yourself that it can happen and get rid of the stinkin’ thinkin’! Don’t wait to be great. Do it now!

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

- I show people how to get it done faster by interviewing their way to success, fame, and profit.

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

- My gift for your audience is my Dream Formula and 1-1 laser focused session with me and learn how to talk your way to success, fame, and profit by interviewing experts. \$700 value for the first 7 who qualify. Go to www.TimeMattersExperts.com/replay and find Raven and click her free gift button.

Your Notes: