

# STELLAR *Life*

Hosted By *Orion*

## The Productive Woman

10 Point Checklist

**Laura McClellan**

Want to gain as much knowledge as possible out of this episode? Here is your **10 point checklist** that gives you actionable steps you can take **TODAY** to start living a Stellar Life!



# 10 STEPS YOU CAN TAKE TODAY

**Take charge of your health, wellness, and success.  
Here are 10 steps that can move you closer to your goals – today.**

- One of the biggest problems that people can have is juggling all of their daily to-dos, without getting distracted. Keep your priorities in order by using an app like Todoist.
- Don't take on too much. It's okay to say no when just don't have the time or don't see something as being beneficial for you or your business.
- Check out Laura's Mastermind Groups. She has a new group starting in September of 2016, and it's a group for women only.
- Adapt the mentality of a man: Look at what needs to be done, make a decision, go for it, and feel okay about it. Women can over-think their strategy, but may feel better if they let go of that.
- We all have the same 24 hours in a day, and limited resources in terms of time, energy, and attention. Take the time to think about what's important to you before making a decision.
- If you're not going to do a task right away, and it's distracting you, you have to weed it out. If it's something that ends up being important, schedule it out and get it done.
- Discipline is a habit. You have to develop a habit a little bit at a time, and in order to stay focused, you need to know why you're doing it. Find your “why” and take it one step at a time.
- Create daily routines and some predictability within your day to stay grounded. Try journaling, so that you can track your days, and learn how you can grow in certain areas.
- When it comes to apps, if you're not using it or it's distracting you, you don't need it. Clear out your phone and only keep what you use on a regular basis, or really need.
- Working with a business coach can be motivating, and help you to progress further in your business. Research coaches who can help you to stay accountable with your goals.