



# 10 Productivity Tips for Busy Entrepreneurs

*Why productivity feels harder than it should—and how to reduce friction without pressure.*

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# You're not unproductive. You're carrying a lot.

Most productivity struggles don't come from a lack of discipline. They come from running a business while also nurturing relationships, trying to stay active, and managing a household.

Life around you doesn't stop just because you start a business.

This guide isn't about doing *more*. It's about understanding why productivity breaks down and how to work with reality instead of fighting it.

*Clarity comes before consistency. When the work makes sense, productivity follows.*

## 01 REDUCE DECISIONS BEFORE TASKS

Decision fatigue sets in quickly for owners. Productivity improves not when you work harder, but when fewer decisions are required to get started.

***The Shift:*** Decide in advance when you work, what kind of work happens in that window, and what "done" looks like.

## 02 NAME THE REAL WORK

Many tasks feel unproductive because they're invisible—thinking, planning, and problem-solving. But mental work IS work, even if it doesn't produce a tangible widget.

***The Shift:*** Write tasks honestly. Instead of "Work on Project," write "Clarify next steps for client" or "Think through pricing."

## 03 PROTECT YOUR BEST ENERGY

Trying to stay focused for 8 hours is unrealistic. Energy naturally rises and falls. One or two focused hours matter more than an entire distracted day.

***The Shift:*** Identify your best energy window and protect it for thinking and creating. Move admin work to your low-energy times.

## 04 CLOSE OPEN LOOPS

Unfinished tasks linger mentally, draining your battery even when you aren't working on them. Your brain stays busy tracking what is unresolved.

***The Shift:*** End the day by writing down what's unfinished and the next action. You aren't finishing it—you're parking it safely.

## 05 STOP MIXING PLANNING & DOING

Switching between "Boss Mode" (Planning) and "Worker Mode" (Execution) slows both down. Your brain works differently in each mode.

***The Shift:*** Create separate blocks for planning/organizing and doing the work. Fewer context switches equals less friction.

## 06 MAKE PROGRESS VISIBLE

When progress isn't visible, it feels like nothing is happening, which kills motivation. Seeing progress builds confidence.

***The Shift:*** Keep a short "Done List" next to your To-Do list. Watching it grow is often more motivating than crossing things off.

## 07 LIMIT ACTIVE PRIORITIES

Everything feels important when you own the business, but too many priorities dilute your attention and slow everything down.

***The Shift:*** Choose one primary focus and one secondary focus. Everything else is just maintenance.

## 08 – CREATE STOPPING POINTS

Entrepreneurial work rarely has natural endpoints. Without them, work expands indefinitely and leads to burnout.

***The Shift:*** Decide ahead of time when you stop working and exactly what "enough" looks like for the day.

## 09 ⚙ BUILD SYSTEMS YOU'LL USE

Complex Notion setups or color-coded planners look impressive, but they require huge energy to maintain. Consistency beats sophistication.

***The Shift:*** Use the simplest system you understand, trust, and will actually return to when things get busy.

## 10💡 PRODUCTIVITY REQUIRES CLARITY

Unclear goals create friction, hesitation, and second-guessing. When the "why" and "what" are clear, action becomes easier.

***The Shift:*** Before pushing yourself to work harder, ask: "What matters most right now?"

# You are doing enough.

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Building a business isn't linear. It is a messy rhythm of sprints, stumbles, and steady climbs. All of it is necessary.

*"Success isn't about how fast you run. It's about how long you stay in the race."*

You don't have to carry it all alone. Whether you need clarity, strategy, or a partner to help you navigate the chaos, I am here to help.

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