

A woman with curly hair and glasses is working on a laptop. She is wearing a blue and white striped shirt. The background is a bright, out-of-focus office space with large windows.

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.

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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KEEP MOVING FORWARD.

