

Internet Marketer's Guide to Time Management



How to Prioritize to Get More Done in Less Time!

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Introduction

You have started a new venture with internet marketing. Eventually, you're looking to use this to replace your income at your day job. However, you're still trying to get the basics down first. Sometimes you get somewhere, other times you don't get very much done.

Could it be that time, rather how you delegate it, plays a part in whether or not you make progress as an internet marketer? As with any job, you must delegate your tasks in certain time frames. It's important that you implement time management as you're working to make money.

Time is very valuable to everyone. Even with that, it seems like people are not able to get much done sometimes. In order to be successful running a business from home, eventually you will have to learn how to manage your time wisely.



You will be able to accomplish more if you have a system of time breakdowns where you do certain tasks for a certain amount of time each day or a few times a week.

With time management, you make better decisions about things that you have to do each day. In the beginning when you start your internet marketing business, there will be things you have to cut out if you're going to succeed.

Turn off the television. Don't answer the telephone. Try not to endlessly surf the web. That can be addictive and before you know it, time will fly away from you.

You need to set a goal to do as much as you can within the time you have available. Whatever you're doing should be productive and related to internet marketing and making money from it. You need to place more focus on the things that are important about the business. By doing that, you won't have to spend as much time dithering and dabbling with it.

Have you ever heard the phrase "time is money"? Well, it's true, time **IS** money. Utilizing your time wisely to cultivating your internet marketing business should be foremost on your agenda.

Once you get that going, you will see rewards like never before. You will have money coming in left and right, front and back. You'll have so much money from your internet marketing business you won't know what to do with yourself.

Then you'll be able to delegate (outsource) tasks to others while you take a much needed vacation. This is the place that you're eventually looking to get to! If that's what you really want, this book will show you how to do it!

Before you start your internet marketing business, you must understand what time management consists of. Time management is used to structure your time in which the decisions you make are put to good use. For purposes of internet marketing, your decisions should be thought out, constructive and add to the value of creating a successful business.

Learning how to manage your time is like putting together a puzzle. You have to put everything together so it will fit correctly. When things are not done in that fashion, things don't get done and you may end up spending too much time on something you shouldn't have.

In internet marketing, it's important that you have goals written down. You may not get to them all at once, but at least you have a blueprint of what is included. When you get into internet marketing, it usually involves a website and being on the internet.

The purpose of having an internet marketing business is to introduce the public to your company. You also want to let them know what your company is about.

In addition to that, you will spend time doing research about what your potential customers want. This is referring to what kind of information they're looking for and what products they would most likely purchase.

It is beneficial for you to have a website. Potential visitors and customers expect you to have at least one. This will make them feel more safe and sense that you are running a legitimate business.

Some people may choose not to have one because either they don't have the time or the money to have one created. However, there are plenty of free ones on the internet available for use.

Even with that, there have been stories of internet marketers that don't or didn't have websites and they were still able to make money. It seems as though you would benefit more from having a website if you want more visitors and customers. You can test both ways to see which is financially beneficial for you.

Since internet marketing has a "virtual" presence, you have benefits for having an internet marketing business at home. One is that you don't have to pay rent for a brick and mortar facility. Just about everything can be conducted from the comfort of your own home. You don't have to deal with rush hour morning and afternoon traffic, unless you just choose you. One of the best things about having this type of business at home is that you can set your own hours.



In the beginning though, will probably be a different story. You will have to work more hours to get your internet marketing business off the ground. Then as it gains traction, you can cut back, but making sure you have delegated your work to others. By that time, you'll be able to spend money on outsourcing people to help you.

Working Your Internet Marketing Plan

Make sure you have a list of things that you're going to do for that day. Also put a time frame on how long you plan to spend on each task. It's important that you try and adhere to the allotted time given for each task. There may be a few times that you will go over, but for the most part, you need to incorporate discipline if you are going to manage your time wisely.

One of the first things on your list to do as far as internet marketing is concerned is to conduct research. You must do that in order to know what niches are profitable.

You can do this by using keyword software and entering the keyword that you're interested in. The results will show the number of times this keyword has been searched, along with related keywords and phrases.

You can either use that keyword or related phrases for your niche. You may want to start off with a few keywords in the beginning. When you find them, you can print them out to look at. After you've done that, you can start to market your website. There are different ways that you can do that.

It's beneficial to use cost-effective strategies to market your website and business. One cost-effective way is with article marketing. With article marketing, you write articles using the desired keywords.

At the end of the article, you want to put a resource box to invite people to visit your website. A resource box consists of your name, website and how it will benefit them if they visit. If you're not used to writing articles, this may take several hours to do. First if you don't have any information about your subject, you'll have to do some research. It's not guaranteed that you will be able to find everything that you need for your articles.

Developing A Plan Of Action For Time Management

You have to create a plan of action of how you're going to manage your time as an internet marketer. Only you will know the best way for planning each day with the things you need to do to move your business forward. You need to know what to do in order to complete the tasks on your list.

You will definitely need a "to-do" list. A to-do list will provide you with the actions you will need to take to make your business effective. It contains details of how you will execute these actions. In addition to that, you will need an action plan to explain how each action will work.

Let's look at a sample action plan for writing articles:

- Look up keywords and related phrases
- Create main focus for articles
- Do an online search for information on the topic
- Read through information quickly, noting key points and other elements
- Use key points along with narrative in your own words to create articles
- Put articles in paragraphs
- Conduct spell and grammar check on articles
- Comb over articles at least twice to manually look for errors

This is what an action plan is comprised of. It lists things that you would be doing in a particular order. Even with that, some action plans are not always done in the order they are written. Some people may already have keywords or related phrases that they want to use, so they can skip looking for them.



Creating A To-Do List

A to-do list consists of things that are done on a regular basis. They may be done once a week, twice a week or every other week. It depends on what the actions or tasks area. Here is an example of a to-do list for internet marketing:

- Check and read incoming e-mail
- Respond to important e-mails
- Weed out spam e-mails
- Write e-mail correspondence to other people
- Write about 5 -10 articles for the day for submission
- Write content for your newsletter(s)
- Research for new niches
- Complete any unfinished projects
- Plug in messages to your auto responder
- Compose e-mail sales messages

These are not in any special order. They are just things that you would typically find on an internet marketing to-do list.

Here's a way that you can create a to-do list; please note they can be numbered from 1 to however many to-do items you have. The first to-do task should always be priority, whatever it is.

To Do List

Today's Date: _____

Internet Marketing Tasks

Task To Do

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

You can have more than 10 to-do tasks, but this is just a sample of how a to-do list can be created. When you've completed the task, you should draw a line through it, indicating that the task has been completed. This also prevents you from repeating the task again when you've already done it for that day.



You may also want to include a separate page for writing notes. This can be helpful when you're doing your to-do tasks. You may find that there's something you need to change or something you need to add to one of the tasks. These notes can help you implement things for the next day or whenever the task is scheduled to be done again.

In internet marketing, creating a to-do list can be a piece of cake if you have all of the information you need to put on the list. You have to keep in mind that this list serves as a catalyst to keep up with your daily activities.

As stated on the to-do list sheet, it is important that all actions listed are prioritized. This helps to keep the flow of what you need to do in the order they are written. It is important to write everything down that needs be included on the to-do list, no matter how big or small it is.

Having a to-do list is very important, especially when you're doing internet marketing. With this type of business, there is so much stuff to do that it is impossible for you to remember it all. Even the most successful and wealthy people have some type of to-do list.

Even if they have hired help to do it, they know they have to have something in writing that they can refer back to. A to-do list helps to keep on top of everything for that particular day. They may not use pad and paper, but there are also cell phones, blackberries and other electronic devices successful and wealthy people use to keep up with their daily activities.

They, along with everyone else, are able to have their notes in writing where they can refer back to them when they need to. Their day gets prioritized quicker and smoother because they won't be forgetting anything. They can also rest easy because they know the activities they need to handle.

You may have tasks from the previous day that you did not complete. It's best to do those prior to starting on the new to-do list. There may be some key things that you have to do for your internet marketing business.

Maybe you didn't get a chance to take care of them before because they were time-consuming or you just didn't complete them. Either way, completing your previous activities will help you have a smooth transition to the next day's activities.

When the previous items have been dealt with and completed, you can have a clear mind. You are able to think clearly and concentrate on the current day's activities. You have a more focused direction and are able to move forward.

There are several benefits to having a to-do list. Let's take a look at some of them:

- Make sure your activities or tasks are written on the same piece of paper daily. This makes for better access to what you need to know.
- The important activities or tasks should be prioritized according to what is the most crucial, followed by the next most crucial.
- Set a date when you will do each activity or task.
- Any clutter or uneasiness should be removed from your mind. Clutter only slows you down and causes confusion. This delays you from doing what you're supposed to be doing.
- Everything you need will be right in front of you when you need it. You won't feel pressure of forgetting something.
- When you have everything, you can experience a smoother day. Your day can be prioritized faster and easier and you won't forget anything.
- You can decide which tasks need more attention because they're written out.

Making Your To-Do List Effective

When you're writing out your to-do list, make it as detailed as possible. The more detailed it is, the easier it will be for you to complete the activities or tasks at hand. It's easy to create a to-do list. You can use the sample to-do sheet provided to you in this guide to give you a start.

You may want to print out a few copies of the sample to-do list sheet. Start writing down everything that you need to do for that day. Write down everything, regardless of whether or not you complete it that day. Include all large and small items.

No item is too big or too small not to be included. Every part counts. If you have large items, break them down into small modules. This helps you not to be overwhelmed by massive activities or tasks at once. Breaking them down also helps you to manage them better.

Once you have written down everything, go over it and prioritize what needs to be first, second, third and so on. Everything that is of the utmost importance should be placed at the top of the list. All other things that are relevant, but don't make the cut at the top can go afterwards.

Your to-do list should be created to your specifications. It's important not to have too many things going on in one day. You would simply be overwhelmed. Plus, there's only so much time in the day to do a certain amount of activities or tasks.

One of the first things on your to-do list would be to write some articles, at least 5 to 10 of them. Allow maybe two to three hours for that. Depending on how fast you type and the length of the articles, you may be able to do more than ten within that time frame.

Or you may end up doing less. Remember, there are several factors involved in this process. Of course, you don't want to spend your entire day writing articles either.

Make sure that you take breaks in between your activities or tasks. Every two to three hours is pretty reasonable. Also, if you're doing this full time, make sure you include lunch in the deal. You still have to eat in order to have the energy you need to work.

There will be times when you don't have enough time to complete an activity or task according to the deadline that you've set. Well, then you'll have to make some changes. If that item is pressing and needs to be completed, you will have to change some things around.

No one ever said that your to-do list was etched in stone. There will be times when you will have to alter time frames in order to meet deadlines and finish items for that particular day. There will be other things on your to-do list that you will have to put to the side until the next day or the soonest you can get to doing it.

Some tasks in the internet marketing business can be time consuming, like research and creating products for your customers. When you're creating products, you don't want to just sell your prospective customers junk material.

You want it to be of quality so that they will be eager to purchase from you in the future. You may have to do some tweaking and fine tuning to get your product just the way you want it. That can take several hours.

With internet marketing, it's important that you are productive and efficient. Within those traits, you need to make an impact on your customers and also produce returns from that. You can be productive and not have any returns in the form of people or money. So you need a strategy where you don't have to spend a lot of time doing things that will not be a benefit for you.

People mention that multitasking is a good idea to get more done. Multitasking has its advantages and disadvantages. With internet marketing, it may be better if you do one thing at a time.

Make sure that you complete that activity or task before going on to the next thing. Then too, it may depend on what you're doing. So, on the other side it can be up to each individual because some can benefit from multitasking. However, if you find it's not for you, then stick to doing one thing at a time and trying to complete that.



It's also important to stress prioritizing. This was mentioned in regard to the action plan and the to-do lists. It's key to get the most important things done first. This will help you to flow better and have you moving forward.

Say for instance, you needed to submit some articles. You're looking for more subscribers for your newsletter. So, what would you do first, check your e-mail or write articles?

One would think you would write articles first. You can always check your e-mail later. Checking e-mail can take up a bit of your time if you allow it. The e-mail will still be there when you finish your articles.

With an internet marketing business, you have to maintain consistency and focus. Having a to-do list can keep you focused on what you should be doing.

Creating An Action-Plan Worksheet

In addition to having a to-do list, you should also have an action plan worksheet. This worksheet will be used for each task that is to be executed. After the task is complete, you should mark it out to indicate that it's done. This will help you not to repeat the same task after it's been done already.

Action Plan Worksheet

This is to be used for each task that is to be completed for:

Task: _(Internet Marketing)_

Date: _____

Action To Be Done

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

The actions should be listed in the order that they are to be completed. The first one should be the most important and considered priority over everything else. Then you put the second most important, the third and so on.

Dealing With Time Drainers And Wasters

With time management, you also have to deal with things that drain your time. You can't allow distractions to control you. You must control the distractions. There may be a few times where you'll have to stop, but for the most part, you can do the rest.

You should also be aware of how much time you're spending on different tasks for your business. When you're working from home, you can be easily distracted. However, there are things that you can do to eliminate time drainers and wasters.

Here are some other things you may need to consider:

- Do you spend a lot of time reading all of your e-mails, watching television or just surfing the internet?
- Do you spend a lot of time eating?
- Do you pick up the phone and talk to everyone that calls you while you're working?
- Do you spend more time doing miscellaneous stuff that has nothing to do with internet marketing?



If you fit into any of these scenarios, then you'll want to make some changes that will benefit you and your internet marketing business.

For instance, you may want to start off with opening your e-mails. Maybe you'll spend about an hour or so doing that. It may be helpful to have a timer nearby so you can keep track of time.

You'll probably have to pick and choose which e-mails should be opened. You can also include in that hour writing e-mail correspondence to other people. Or if need be, add at least an extra 30 minutes for correspondence only.

While you're working, you may have interruptions; someone's knocking on your door or the phone rings. That can take up time from you trying to get more things done. Tell the person knocking at the door that they'll have to wait until later before you can take a break.

Sometimes, people don't really have an understanding of what you do when you work from home. They think that since you're at home, you're not doing much of anything. They don't realize what it takes to have an internet marketing business.

It's hard for some people to grasp the concept of actually working from home. They don't realize that you have to put in a lot of work, at least for the first few months. That may include working the wee hours of the morning in order for you to get your business up and running.

You will have those who will try to steal your time, just because they're not where you're at. They don't want you to get anywhere either, so they'll do what they can to keep you from succeeding. However, it doesn't have to be that way because you may just have to cut them off altogether.

Get caller ID for those never-ending phone calls. You can screen them and only talk if you feel it's important. If you do have to talk, try and make it brief. Time is of the essence when you're working to make money.

Or better yet, you may want to allow all of your calls to go into your voice mail or answering machine. These solutions really depend on your situation. You may be expecting an important call, so in this case, having caller ID would be beneficial for you. In fact, it would be beneficial for you regardless whether or not you're expecting a phone call.

If you're one of those that tend to struggle after you've eaten, it might be because you're trying to work on a full stomach. In this case, you may want to look at changing your eating habits.

Instead of eating to get full during lunch time, eat smaller meals and eat snacks in between. You will get more energy and you won't be so hungry when it comes time for lunch (and possibly dinner).



You also need to take breaks every few hours while you're working. You can easily get tired from working nonstop for more than three or four hours. Take some 15-minute breaks in between. During those breaks, do some light stretching exercises. This will help you not to be stiff and will loosen your muscles. Do some shaking exercises with your arms and your legs.

If you start to feel stressed, take a short walk around the house.

When you're stressed, it can affect your productivity of your internet marketing business.

The more interruptions you are able to minimize, the better. This allows you more time to get things done. It would surely be a miracle if you never had any interruptions. However, interruptions are part of life and they do happen. You just have to know how to deal with them.

You would be amazed at how much time is wasted by thinking you can read all of your e-mails in one setting, or talking on the telephone. Before you know it, several hours will have passed and you will not have accomplished much of anything, if anything at all.

You must be mindful and consider how these time wasters and drainers can seriously affect your internet marketing business.

Being Organized

In the midst of getting all of this together, make sure that you are organized. Organization helps to reduce clutter and saves you time. If you have everything you need in one centralized location, you are able to work better. You don't have to waste time looking for things that you need in order to start working.

It's important to be organized with internet marketing. If not, it will make things more difficult for you. You don't need to spend time looking for things when they can be right there in your proximity.

The time you spend looking for stuff that you need is the time you can use doing important tasks related to internet marketing, like writing articles, researching niches, etc.

As far as your computer goes, you can create files, zip files and folders to separate your work. Save the information in a directory where you can find it easily. You don't want to save it somewhere and can't find the files when you need them.

A good way to do this is to file the documents under "Documents", photos under "Pictures" and any pdf documents you may have under "PDF". This way, you will be able to search for them quicker and more efficiently.

You can also have subfolders where you have the name of the subject matter and then place it in one of the files. For instance, if you have word processing documents about gardening, you can create a subfolder titled gardening.

You will put anything that is related to gardening in this subfolder. The subfolder can go into the folder and from there can be placed in a zip file. A zip file can hold more items, so you can have different folders inside of the zip



file. In addition to doing all of this with the files, it's probably a good idea to back up your files and copy them on a different media type, such as a CD.

If you have office supplies, such as pencils, pens and highlighters, you can purchase a nice, decorative container to put them in. They can be placed near your work area, preferably by the computer.

You would also have paper nearby if you have a printer. If you have a fax, keep it nearby your work area. Keep a stapler and staples nearby in the event of a refill. If you use manila folders, keep them in a small cabinet that should also be near your workspace.

The main point of this is to have everything that you need within your reach. This will not only save you time, but it will also save you frustration as well.

When people are starting out with your internet marketing business, there is one thing that people really don't give too much consideration to the environment that they're going to be working around.

This is important because you'll need to be able to work in a comfortable area with minimal distractions. Otherwise, you will struggle getting your internet marketing business off the ground.

There are some steps that you can take to make your area comfortable and user-friendly. The more comfortable you make your work area, the more productive you can be. You can get more done when everything is within your reach.

Your work area should have enough lighting so that you can see what you're doing. The light should also be bright enough so that you can see clearly and know what you looking at. Your work area should also be clean and neat. It helps for you to be in control of your work space. You need to know where everything is at the time you need them.

Having an area where you can work comfortably without the sight of clutter can give you a better focus on what you should be doing. It will allow you to work freely and move on to the next task.

How your work environment is structured can have an effect on how seriously you take your business. You can make a lot of money in internet marketing. You just have to be focused, disciplined and don't allow disorganization to set in.

You can be busy with internet marketing, but does it help to you get anywhere? Or are you stuck in the same area that you were last week? Is what you're working on worth your time and money? Is what you're doing helping you to make money? You can be doing a lot, but not getting very far.

You can be more effective with internet marketing if you do less. Some things can be left on the backburner until later. Make sure that you are doing things that will contribute to the betterment of your internet business.

You have to set aside time to do tasks that will be beneficial to your internet marketing business:

- Research niches to create new internet businesses
- Write articles on those niches; make sure to include relative keywords and keyword phrases
- Before submitting, make sure articles are spelling and grammar error free
- Create auto responder messages for your subscribers and customers
- Work on creating new products for your internet marketing business
- Creating ads to submit to pay-per-click sites
- Use other ways to market and promote your internet marketing business
- Other ways to advertise your internet marketing business; newsletters, direct mail, word of mouth, etc.



Writing Goals For Your Internet Marketing Business

You should have some goals in place in order to move your internet marketing business forward. Write out your goals and include pertinent details for each one. Here are some tips you can use to help you write out your goals:

- Your goals should be stated in the positive format. They should be things that will bring a good outcome. For instance, you might say, you want to have a successful internet marketing business. Or, you want to be able to work from home on a full-time basis.
- Provide as much detail as possible for each of your goals. The more details you provide, the easier it will be to work on those goals. You could state what methods you will use to research a new niche and create articles from it.
- Give yourself a timeframe as to when you plan to complete each goal. Don't give a lot of time to one goal and not enough time to another. You may set one hour for this task and 30 minutes for another.
- If you have several goals, you have to decide which goal is the most important or urgent one. That one should come first, then the next important and so on. You may put submitting articles at the top of your list. Submitting articles is important because it's one of the best and cost-effective ways to get visitors and subscribers to your newsletter.
- When writing your goals, make sure these are actions that are attainable. You want to do things in your internet marketing business that you can complete. Don't write things like trying to write 100 articles in one day. That is too much for any person to do in one day. Besides you have to give your fingers a break every now and then.
- Be honest and realistic when writing your goals. Don't include anything that is far-fetched. You won't be able to fulfill anything that's out of range. Don't say that you can make \$100,000 in two months, especially if you're just starting out.
- It's important to have your goals written down so that you can look at them when you need to. This way, they are kept fresh in your memory.
- Go over your goals every day so that you will remember what you're striving for.

The purpose of these tips is for you to be able to manage your time wisely. You want to avoid spending too much time on one thing and not enough of the other.

Scheduling

Scheduling is also an important part of your goals. You can start your day by the things that you wrote on paper. This is important because you want to complete each goal. You want all of your actions to be shown in a positive light in regard to your goals. That way, you can move from goal to goal with no qualms.

Scheduling your tasks can help you to see which ones are important in order for you to reach your goals. You will also be able to make smart judgment calls that are parallel with what you're trying to do with your internet marketing business.

Let's look at some tips that you can use to help you be more effective in scheduling to take action on your goals:

- Do you overload yourself with a lot to do? Make sure it's not too much to do for that time frame.
- Get the important things out the way first. There are some tasks that you must take care of in order for your business to flow correctly.
- Be flexible. There may be times where you'll have to change your schedule. Things to come up that may prevent you from doing your assigned task at that time. Don't fret, just come back to it later on.
- Remember to always make good use of your time.

Using these tips can help your internet marketing business to get on the road of success. You will be able to use your time more effectively and not have to wonder about where the time went. By following this, you will probably be able to shave off some time so that you can have a little free time for yourself!



Procrastination

Everyone has procrastinated about something at one point in their lives. Procrastination can become an easy habit with devastating results. The longer you do it, the longer it will take you to have internet marketing success or any other success for that matter.

It only takes a minute for you to put off tasks that need to be completed. You put them off for one day, then another, and another. The cycle continues to go around in circles. It gets to the point where you put off doing your tasks for so long that they mean nothing to you.

You start to get lazy and aren't as concerned about creating a business from internet marketing. The money starts to trickle; eventually, you won't have any money coming in.

When you continuously wait until the last minute to do something, you add undue pressure to yourself. You can miss out on other opportunities and additional income because you don't have your stuff in order.

You allow time to pass you by. Granted, there may be some things in your internet marketing business that you don't like to do, but they have to be done in order for the business to run properly.

Is there a remedy to this awful habit? Yes, there is, but you must be willing to take action to get back on your feet. You have to know what is going on with your business, or what's not going on with your business to start.



Recognize how your business has gone downhill because you have slacked off and put important tasks on the back burner. You don't write as many articles for submission. You write only one auto responder message a week. You stop writing creative ads for a while. Things like this can severely cripple your internet marketing business.

When you get a grip and realize that it's time to get back to work, you will do everything to can to get back on track. You will have to start managing your time better. Don't allow setbacks to define you. Most importantly, don't allow people to hinder your progress.

They will be some of the first ones to wonder why you're doing this. What makes it so bad for them is, once you start making money, you won't have to work as much. You can eventually outsource your work to other people. This will give you more time to do what you want to do.

You can start another business, or just lay out in the sun for a few days. When your internet marketing business becomes successful, you will be able to do a lot of the things you wanted to do while you had a day job. Of course, you couldn't do much then, except on the weekends or whenever you had days off.

Why Do People Procrastinate?

As mentioned earlier, just about everyone has dealt with some type of procrastination. It's not just limited to people who have an internet marketing business. One reason that people seem to procrastinate is because they can't distinguish the difference between which tasks are important and which ones are not as important.

When you're doing tasks that relate to your internet marketing business, every action you take is important. It moves you to that next step in working on making money from home.

The more you do to get closer to that goal, the more chance you will be successful. However, if you slack off, you will be stuck right where you're at. You won't gain any traction or movement to create additional income.

Having an internet marketing business is about having freedom. It involves freedom from slaving over a 9 to 5 job where you have to deal with office politics. Or you have to deal with impossible co-workers. However, when you allow procrastination to set in, this can't happen for you fast enough or, it may not happen at all.

That's why it's important to nip procrastination in the bud when you feel it coming on. Getting rid of procrastination is part of being disciplined.

People put things off for another time because sometimes they feel like the task is daunting. For instance, in your internet marketing business, there may be some things you might not want to do.

Say you slacked off on doing research, but you want to create more niche markets in order to make more money. However, if you put off doing the research, then you won't be able to have additional niches to make money from. People have been conditioned to take the easy way out and do the things that they're comfortable with.



A person may feel that conducting researches on additional niches can be time consuming. However, you don't have to spend a lot of time on it. You can devote about an hour or so each day or every other day to do this. The more potential niches that you have, the more money you can stand to make.

Avoiding this and other important tasks in your internet business allows you to be comfortable and not push yourself to do more. You should always want to be consistent and not go backwards.

Don't wait until the last minute to decide that you need to create more auto responder e-mails because you've used up what you have. You should always create a supply to use for future months. This way, all you would have to do is load the e-mails in your auto responder and schedule them for a certain date.

Your important tasks in your internet marketing business will not disappear because you haven't tackled them yet. Procrastinating will create more problems and things will start to build up. You cannot shelve these tasks to the side and think that you can continue to the next step.

In order for you to make money, you have to do what is required. So if you need to write more articles, create more auto responder e-mails or create more products, then you need to go ahead and do it. Lack of self-discipline can cause your internet marketing business to fail.

Another reason that people procrastinate is because of fear of failure. They want to be a perfectionist. Of course, in reality, no one is perfect and we all stumble. They're afraid they're going to experience the worst if they decide to venture into internet marketing. If they don't try, that's when they fail in having their own home business.

There are many people that have to instill discipline in themselves if they want freedom from the regular 9 to 5 grind. Time management skills are important when you have an internet marketing business.



If all of this describes you, you need to examine yourself and see where you have fallen short. Procrastination is a real time waster and for internet marketers, that means loss of money.

In order to move forward with your internet business, you must first realize and recognize that you are a habitual procrastinator. Take a look at your internet business and see what and where you're lacking.

There are probably tasks that have more urgency than others. Do those first and then come back to the ones that are not so urgent. It's ok to put those less urgent ones to the side temporarily. Just make sure that you come back to them after you've completed the more urgent ones.

You also need to get your priorities in order. In addition to having an action list and a to-do list, have a priority list of things that need to be done in your internet marketing business.

Or you can incorporate your priority list with the other two lists by including tasks that are actually a priority. When you do this on a regular basis, you can get the most out of your time. You will also be able to get ahead to the next part of your internet marketing business.

Here's a checklist that can let you know whether or not you are procrastinating:

- Doing things that are at the bottom of your list.
- Omitting important things from your list that need attention or need to be done
- Working on getting that task completed or using that time for something that is irrelevant
- Being committed to doing and completing important tasks quickly; including them in your daily plans; or do you constantly put them off for another day or time

If you are doing the things from this checklist, then you're on the road to recovery from procrastination. However, if you're not, then you will find yourself unproductive and not making any money from your internet marketing business.

After you have recognized and acknowledged the problem, first try to see if you can correct it yourself. You will have to study to see what options can work in order for you to move forward.

Conclusion

The more consistent you are with your internet marketing business, the more successful you will be. Soon, you will be able to do things that you have dreamed of doing. Taking trips, laying on the beach, or just sleeping in late. Eventually, you will have enough money so that you can hire an outsourcing company to do some of the work for you. This will definitely take more time off your hands.

The important thing to remember is that you must remain focused. You must pinpoint to get to your goal of being a full-time internet marketer. Can you see yourself staying at home, running your business and not having to deal with rush hour traffic?

Just keep in mind these points:

- Learn to avoid procrastination and not to get caught up in it.
- Make sure to have a "to-do" list. Write down as many details as possible so you'll know what to do for each step. Having this type of list can eliminate unnecessary stress from your life.
- Having an action plan will help you to move forward in your business. Be sure to implement tasks that are related to your internet marketing business. Also, remember to take the big chunks and dissect them into smaller parts.
- Writing and setting goals can help you to move forward in your business.
- When you schedule your work day, you can become more effective in your business. Scheduling helps you not to focus on the task at hand within a specific time frame.

When you've finished with this report, you will realize how essential it is for you to incorporate time management in your internet marketing business. After it's implemented properly, you will be able to accomplish more than you ever thought you would.

As you learn to eliminate things and remove people from your life that pose a hindrance, you will be able to move forward and start making more money. You will be able to give more of your time to things that matter in your life.

You will also be able to have more time to do things that you've wanted to do but couldn't. The 9 to 5 grind was standing in your way. In the end you will start to make better decisions for your life and your business.

Your blueprint of a successful internet marketing business will come to fruition!

