

**Focus:
Productivity
A.H.E.A.D.**

- Aware**
- Hold**
- Eliminate**
- Automate**
- Delegate**

**Simplify Your Strategy:
Achieve More.
Reclaim Your Time.
Accelerate Your Growth**

Welcome to Productivity A.H.E.A.D.

Your productivity process should support you—especially when growth, impact, and revenue demand more of your time and energy. Here's how we'll work together to make that happen:

First, let's pinpoint your 3 focus goals

They can be professional, personal, or a mix of both. Using the same strategy across your life reinforces habits and simplifies everything.

List your quantifiable goals like new clients, sales numbers, or time saved? Let's also add your Unique Powers to make this process truly yours.

- 1.
- 2.
- 3.

If you need more clarification, I've added a page where you can do a brain dump. I know you have more than 3 priorities on your plate. That's normal.

Start by listing them all – business and personal. Don't be surprised if you need it a second page.

You may be surprised at what shifts as you work. This isn't about starting over—it's about expanding your toolbox, not replacing it.

At the end, if you want more help, we can meet for a **Productivity Feedback Call** to refine how you can use these steps over and over until they become second nature.

You're not starting over. You're building momentum. Let's get going.

Introduction:

The Productivity A.H.E.A.D. Framework

Time is finite—24 hours a day. But how you use it? That’s where your power lies.

The A.H.E.A.D.TM Framework helps you prioritize, simplify, and stay focused so you can create consistent, meaningful progress in both business and life.

Here’s how it works:

A – Aware

Situational Awareness is key because your priorities and circumstances change. Ask: *Why is this important—and for how long?* One size doesn’t fit all.

H – Hold

This is your “parking lot” for future ideas and projects—especially if you’re not going to get to them for a while. Circumstances will change.

E – Eliminate

Say no. Clear the clutter—tasks, commitments, or habits that no longer align with your purpose or goals. *Can’t decide? Put it into Hold.*

A – Automate

Anything big or small that frees up your time. It doesn’t have to be tech—all systems, routines, and shortcuts count. Is this a leveraged action—set it up once and benefit every time?

D – Delegate

This isn’t just getting things off your plate. It’s about training others to do important work that frees you up—and sets everyone up for success.

Productivity A.H.E.A.D. Worksheet

Instructions: To achieve the best results, you will need to have actions in all 5 stages, whether business or personal. It might be both.

STEPS	Business	Personal
<p>Aware</p> <p>Our situations change all the time. What is important in this situation? (short or long term)</p>		
<p>Hold</p> <p>Future ideas/projects—circumstances will change.</p>		
<p>Eliminate</p> <p>What you get rid of based on alignment and your focused purpose. Can't decide? Hold it.</p>		
<p>Automate</p> <p>Anything big or small that frees up your time. It doesn't have to be tech—all systems, routines, and shortcuts count.</p>		
<p>Delegate</p> <p>Doing this last, means you are delegating and training others to handle on the important tasks.</p>		

Sample Productivity A.H.E.A.D. Worksheet

Instructions: To get the best results, you will need to have 1 action in all of the 5 stages, whether business or personal. It does not have to be both.

STEPS	Business	Personal
<p style="text-align: center;">Aware</p> <p>Our situations change all the time. What is important in this situation? (short or long term)</p>	<p>Newly hired Virtual Assistant</p> <p>Action: Need an organized onboarding plan</p>	<p>School schedule has changed.</p> <p>New medical issues to attend to – may need surgery</p>
<p style="text-align: center;">Hold</p> <p>Future ideas/projects—circumstances will change.</p>	<p>Rebuild website</p>	<p>Home office remodel—spring project</p>
<p style="text-align: center;">Eliminate</p> <p>What you get rid of based on alignment and your focused purpose. Can't decide? Hold it.</p>	<p>Memberships not delivering value</p> <p>Action- Eliminate 1/week</p>	
<p style="text-align: center;">Automate</p> <p>Anything big or small that frees up your time. It doesn't have to be tech—all systems, routines, and shortcuts count.</p>	<p>Create templates for repeat emails or proposals.</p>	<p>Create a weekly meal plan & grocery delivery system.</p>
<p style="text-align: center;">Delegate</p> <p>Doing this last, means you are delegating and training others to handle the important tasks.</p>	<p>Update client onboarding system</p> <p>Action: Get ideas from VA</p>	<p>Share household responsibilities</p> <p>Action: Identify what others can do and get buy-in. Teach if necessary and advisable.</p>

About Yvonne McCoy, MBA



Yvonne McCoy is a Business Strategist who helps women entrepreneurs struggling with sporadic sales clarify their message, attract right-fit clients, and grow their businesses with confidence and integrity.

In 2020, a health crisis and pandemic shutdown forced her to pause—and she discovered her business had become a cluttered junk drawer of courses and content without a clear path forward. That turning point led to the creation of her Client's Trust Journey and BE F.O.U.N.D.™ Framework—designed to help entrepreneurs get seen, get clear, and get results.

Her clients quickly learn they don't need to be fixed—they just need to Be F.O.U.N.D.

Beyond business, Yvonne's biggest personal accomplishment is losing over 150 pounds and mastering a reset strategy to maintain that loss.

📌 You can easily find her on LinkedIn:

<https://www.linkedin.com/in/yvonne-mccoy/>

Sign up for her newsletter, the Sunday Scoop: Weekly Events Spotlight:

<https://www.yvonnemccoy.com/sunday-scoop>

Book your Productivity A.H.E.A.D.™ Call:

<https://www.bookacallwithyvonne.com/>

Blank Page: Use for Hold projects or Ideas