

Special Report

**“How To Create Your Plan Of Attack  
That Will Reduce Information  
Overload And Allow You & Your  
Business To Perform Better!”**

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Creating your plan of attack is not a business plan, it's more like a very detailed day by day business plan specifying each task and every minute you are working. Would you really want to put that my detail in to a business plan?

Some of the strategies that you will learn to implement here are very simple techniques but can have a huge impact on how you and your business performs. Just try it for a week and you will notice significant results!

Honestly, when it comes to this business (online marketing) some of the most simplest strategies are the most effective and bring in the best results and many of the strategies only take a very short amount of time to implement.

See one of the biggest problems these strategies will help get rid of (extremely common problems) is getting distracted and not getting those important tasks in your business completed. This will also help you eliminate information overload as you won't have enough time to get distracted by every new program, course or other products that are literally being released every day.

Just think how many products have you bought, downloaded or received in some other way that you've never looked at or completed... for me, I would say almost 80% of what I downloaded in the past I never used and out of what I bought, almost 50% or more I didn't use, complete or implement.

That's HUGE... can you imagine the amount of money and time that was wasted!!!  
*(This even included some high priced products ranging between \$197 - \$1997)*

This was one of the reasons that I had to find a way to stop all this madness...

So to begin with, you need to make a promise to yourself right now, that you will give these strategies at least a 7 day trial. And at the end of the 7 days if you don't see huge results, just look at it this way, you were still making progress on your business and you were not wasting your time or money screwing around with some new business idea, strategy or buying some of the latest and greatest products being released.

Now the first strategy is to get a lined, legal size (8x11) pad of paper (yellow or white – your choice) I prefer the yellow notepads as it stands out a bit more.

The first page will list everything you need to do and want to do in your business. Here are some examples: writing articles, building links, making videos, creating a new blog post or new web page, creating web 2.0 properties, doing customer support, hiring new employees or assistants. Include “preparation” in your list, it will be part of your day to day tasks and I will tell you more below.

Once you finish that, rip off that page or pages.

This notepad will act as a “to do list”. Start a fresh page and write the date at the top. Next list the most important tasks that you need to get done or finished.

The next thing you need to do is determine the amount of time you can work and during what times. (If you have more time once you finish reading this guide then go ahead, if not use it tomorrow or the next day you have planned on working on your business.

Once you have the amount of time you can dedicate working on your business, it will give you a better expectation of what you can get done and when. Another good point that I have learned from someone (*sorry can't remember who, so if it was you and are reading this – Thanks :)*) is chunking you time down to 20 minute blocks. Then allotting your time to using one or more blocks.

The key to making this work is to have an clock with an alarm or buzzer of some sort. Then let it countdown or upwards to that 20 minutes (or more if you have allotted more blocks) Make sure the buzzer goes off at the end of the 20 minutes at which point you will save your work if necessary and STOP what you are doing!!

If you don't have a clock that you can use for this, you can find several that will run on your computer like this one – [Online Stopwatch](#)

Once you have stopped take a break (1 block) and remember to stop your break when the 20 minutes are up (yes your break is timed) this way you don't get lost wasting away your time looking at emails or surfing the net or something else. This also means don't go do something during your 20 minute break that you won't be able to complete in that 20 minutes. And NO... you can not set aside multiple blocks for an extended break or you may never get back to your work.

But you do want to make sure you take a break between tasks as it will allow you to refresh yourself so you will not be thinking about the last task when you should be focusing on something else.

After you have finished a task (allotted time) go to your notepad and put a line through that task that was completed or if part of a task was completed, cross out the original and go to the next page, put the date at the top of the page and list the task that is left to be completed. Then move on to the next task on today's to do list.

Continue to do this process for the rest of the day that you have available to work on your business.

When you were creating your list of tasks, I told you to include "preparation" which will take up 10-20 minutes so you should have a block of time set aside for this. Preparation is done at the start of the work day and at the end when you have finished your last task for the day. During this time you will work on your to do list.

At the end of the day, every task needs to be crossed off. If you completed the task that day, it should already be crossed off. For the remaining tasks, cross off each one and write it on the next page (to do list for the next day)

Simply by crossing off each task for the day and it will give you the feeling of having everything completed for that day which will make you feel much better. Giving you a sense of completion and you won't have the feeling that you didn't do something.

If you come up with a new idea or something you want to do, put it on your to do list. Most of the time I would put this type of stuff on either my weekly or monthly to do list.

If you find you are really have problems stopping yourself from getting distracted from email or surfing the net or some other activity on your computer, there are some programs available that can help you.

Here's one that I have tried and works pretty good - [DoNotDisturb](#)

Another way to help improve your to do list is by also making a to do list for weeks, months, year (use a different notepad, you can use a smaller notebook for this as well) This way you'll be able to see more stuff getting done and you know what tasks to add to your to do list for each day, week or month.

At the end of the week/month, you'll be able to see how much stuff you've got done on your business.

That's it unless you want more...

If you liked what you read here and are going to implement the strategies above but still want to learn more from me. Then enter your name and email at the link below and after your 7 day trial of using this strategy I will start sending you more information.

[Sign up for more strategies here](#)

To your success,  
Mike Gillis

P.S. If you know anyone who would benefit from this guide, please pass it on.