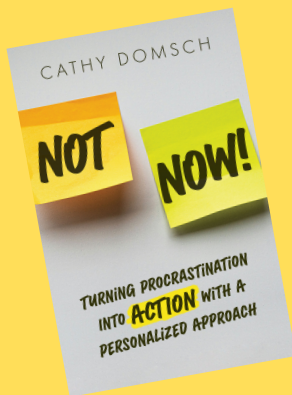


PRODUCTIVITY IS POWER NEWSLETTER

CLEAR PRIORITIES = POWERFUL PRODUCTIVITY



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A Catalyst For Change

WWW.CATHYDOMSCH.COM

Have you ever sat down to work and felt pulled in ten directions at once and you just sit there wondering where to begin? That's not a lack of motivation—it's a lack of clarity.

Clarity is the foundation of productivity. Without it, we chase tasks, not outcomes. We stay busy but rarely feel accomplished.

This week, I am introducing a deceptively simple tool that can transform your focus: Not Now! It's not a rejection. It's a redirection. It's how high-performing leaders protect their time, energy, and attention. Here's how to use it:

Step 1: Define Your Top 3 Priorities

These are the tasks, goals, or outcomes that will move the needle this week. Ask yourself: If I only accomplished these three things, would I feel successful?

Step 2: List the Distractions

Emails, meetings, ideas, requests, even exciting opportunities—write them down. This is your “everything else” list.

Step 3: Label Them Not Now!

This phrase gives you permission to pause, defer, or delegate. It's a boundary setting tool that helps you stay aligned with what matters most.

Why This Works

Your brain craves clarity. When you reduce decision fatigue and eliminate ambiguity, your productivity skyrockets. You stop reacting and start executing. And here's the best part: Saying Not Now! doesn't mean Never. It means you're choosing intentional focus over scattered effort.

Challenge for the Week

- ✓ Write down your top 3 priorities.
- ✓ Put everything else on a list you're saying Not Now! to.

Follow this link for another great tool!

👉 [**The Entrepreneur's Delegation Toolkit**](#)

Schedule a virtual coffee with Cathy to discuss ways we can assist you or your team with reaching your goals!