

ACT™ Belief Sheet

#19 - Projects, Processes & Productivity

1. I am a great leader and I masterfully delegate projects and tasks to others to leverage my time, increase my bandwidth and maximize my productivity.
2. The more I am committed to living my purpose and my values, the easier it will be to have an abundance of time and energy for everything and everyone I love.
3. I am a master at prioritizing and organizing what needs to be done.
4. I clearly create and communicate the roles, responsibilities, and expectations of my team and have clear metrics to hold them accountable.
5. I am a world class project manager and easily put the right systems and processes in place to get the job done.
6. I am impeccable at managing my time, projects and priorities.
7. I have the right people, processes and systems in place to maximize the productivity and profitability in my business.
8. I am a great project manager and I effectively plan, prioritize and implement the right projects for myself and my team in my business.
9. I create and follow written Standard Operating Procedures, systems and processes in my business for myself and my team.
10. I hold my team accountable by having and maintaining written Standard Operating Procedures in my business for them to follow.
11. Written Standard Operating Procedures capture the best practices in my business that ensure that what I delegate gets done the right way every time.
12. I embrace having written Standard Operating Procedures for myself and my team.
13. Written Standard Operating Procedures are an essential leadership tool to leverage my time, increase my bandwidth and maximize my productivity in my business
14. Written Standard Operating Procedures, processes and systems enhance my business success, my energy, my creativity, my focus, and my self-care.
15. As my written Standard Operating Procedures, processes and systems develop, so does my business success.
16. My written Standard Operating Procedures, processes and systems support me in being even more focused on the right priorities in my business and my life.
17. My written Standard Operating Procedures, processes and systems enable me to live and manifest the fullest expression of my purpose in the world.
18. I have enough time to create and maintain written Standard Operating Procedures, processes and systems and run a business.

19. I utilize my written Standard Operating Procedures, processes and systems to focus on the right business functions that maximize productivity, profitability and client experience.
20. Written Standard Operating Procedures, processes and systems accelerate me to live my purpose and passion in my business.
21. My written Standard Operating Procedures, processes and systems enable me to prioritize my time better than ever.
22. Because I have written Standard Operating Procedures, processes and systems, I magnetically attract my ideal clients and ideal support team.
23. As my written Standard Operating Procedures, processes and systems thrive and develop, so does my business success.
24. I am even more productive with written Standard Operating Procedures, processes and systems
25. I am masterful at managing my time, energy, and priorities with written Standard Operating Procedures, processes and systems
26. I enjoy an abundance of time, energy, and creativity with written Standard Operating Procedures, processes and systems to run my business.
27. I enjoy having written Standard Operating Procedures, processes and systems to support me running a successful business.
28. My written Standard Operating Procedures, processes and systems are a gift to the success of my business.
29. My excitement builds greater and deeper as each project is identified, processes are put in place, and productivity expands.
30. I know my vision is clearly stated, identified, written and expressed to all of my team.