



Ninth Koi

BUSINESS SOLUTIONS

FROM OVERWHELMED TO ORGANISED

30 MINUTES TO BUSINESS CLARITY

Simplify your workflow and Take control —
IN JUST HALF AN HOUR!

Perfect for busy small business owners and solopreneurs looking for fast results!

- Save time with streamlined workflows.
- Reduce overwhelm with actionable tips.
- Focus on growth, not admin.

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GET READY TO SAVE TIME!

30 MINUTES TO BUSINESS CLARITY

Simplify your workflow | Take control
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1

DECLUTTER YOUR WORKSPACE

In 5 Minutes



Clear your desk of unnecessary items.

- *Keep only what you use daily within arms reach*



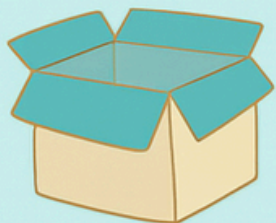
Organise your most-used tools and supplies (e.g., pens, notebooks, chargers).

- *Use small containers or drawer dividers for easy access*



Close unnecessary browser tabs and organise your desktop files.

- *Save them as favourites in your browser if you don't want to lose them*



Start a 'To Organise Later' box for non-essential items.

- *Clear cords and cables from sight by bundling or hiding them.*



Clear cords and cables from sight by bundling or hiding them.

- *Use cable organisers or clips to keep wires neat and accessible.*

AUTOMATE REPETITIVE WORK

In 7 Minutes



Use tools like Zapier to connect apps (e.g, automatically save email attachments to Google Drive).

Tip: Explore Zapier's pre-made templates for quick setup.



Schedule social media posts for the week with platforms like Buffer or Hootsuite.

Tip: Batch-create content to save time.



Set up email templates for common inquiries or responses.

Tip: Personalise templates with placeholders like [First Name].



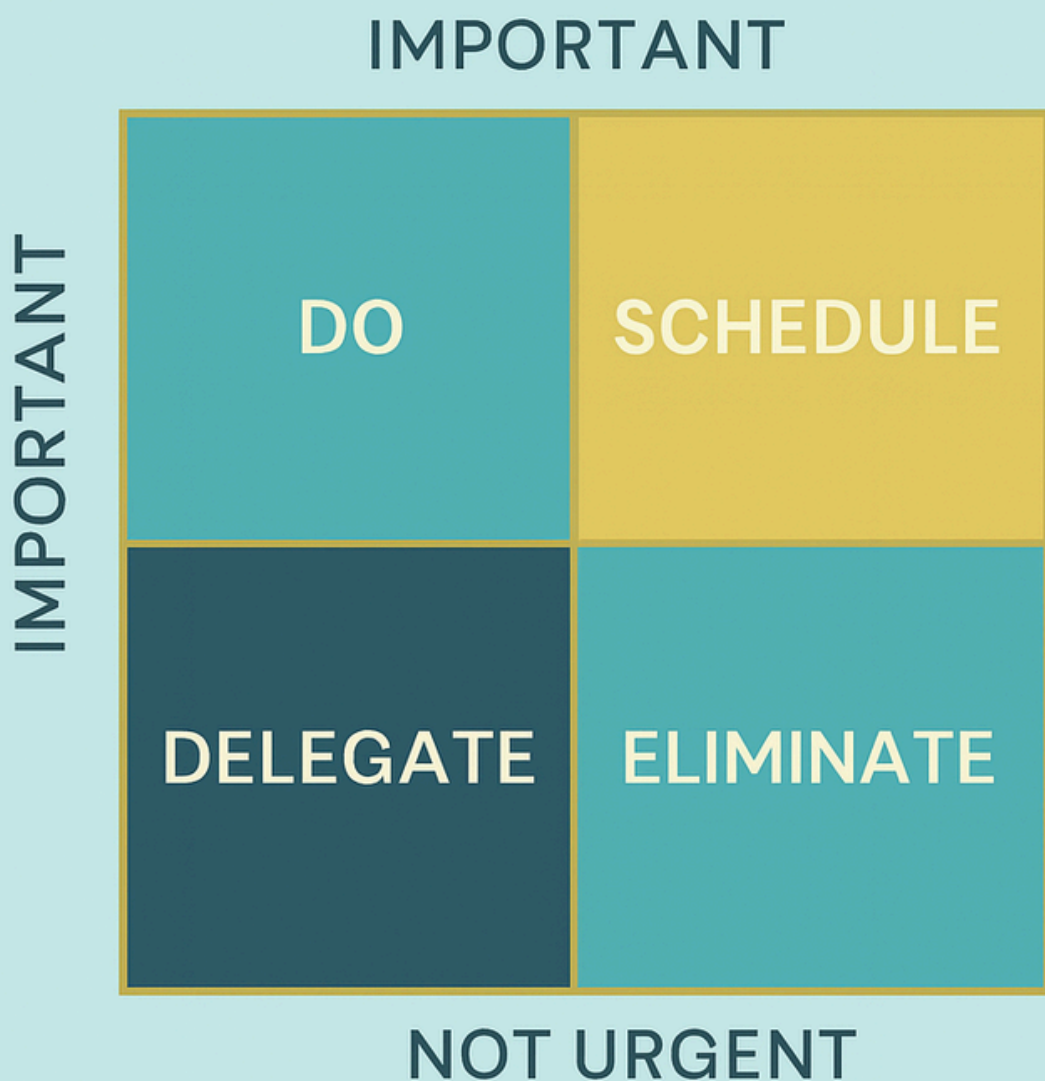
Enable autoresponders for after-hours email replies.

Tip: Use a friendly tone and include alternate contact options.

4

PRIORITISE AND PLAN

In 8 Minutes



Action Plan:

Organise your day with the Eisenhower Matrix by categorising tasks by urgency and importance. Address urgent and not urgent tasks immediately.

5

USE THE POMODORO METHOD

In 8 Minutes

The Pomodoro method is a time management technique that boosts focus and productivity. Work on a single task for **25 minutes**, then a **5-minute** break to recharge. After completing **four cycles**, take a longer break of **15-30 minutes**. This method helps prevent burnout and keeps you on track. Stay focused and reward yourself for completing each session!



Take a moment to reflect and adjust:

- Ask yourself: What worked well today? What didn't? **Tip:** Keep a notebook to track patterns over time.
- Note 1 small improvement you can make tomorrow. **Tip:** Focus on actions within your control.
- Review the task list. Are there tasks you can delegate or eliminate? **Tip:** Use the 2-minute rule - if it takes less than 2 minutes, do it now.
- Save 1-2 minutes to celebrate progress, no matter how small. **Tip:** Reward yourself with a small break or treat.

BONUS TIP

Already familiar with ChatGPT?

Try using the following prompt to optimise your routines:

- Design a daily schedule that maximises my productivity, creativity, and energy levels.
- Consider my sleep habits, peak focus times, and current responsibilities.
- Include a breakdown of my morning routine for mental clarity and momentum.
- How to structure deep work sessions for my most important tasks while minimising distractions.
- Strategies for quick energy resets (e.g., power naps, quick workouts, mindfulness practice).
- A simple yet effective routine to wind down and prepare for the next day.
- Tips for overcoming procrastination and adjusting routines as needed.





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BUSINESS SOLUTIONS

TASKS CHECKLIST

-
- | | | |
|-----------------------|---|------------|
| <input type="radio"/> | Clear your desk of unnecessary items | 12.03.2025 |
| <input type="radio"/> | Organise your most-used tools and supplies | 14.03.2025 |
| <input type="radio"/> | Close unnecessary browser tabs and organising your desktop files. | 17.05.2025 |
| <input type="radio"/> | Start a "To Organise Later" box for nnesential items. | 04.05.2025 |
| <input type="radio"/> | Clear cords and cables from sight by bundling or hiding | 08.07.2025 |
| <input type="radio"/> | Use a free task management tool | |
| <input type="radio"/> | Create a simple to-do list for today | |
| <input type="radio"/> | Set reminders or notifications for deadlines | |
| <input type="radio"/> | Use AI to help with recurring communication | |
| <input type="radio"/> | Use tools like Zapler to connect apps | |
| <input type="radio"/> | Schedule social media posts for the week or responses | |
| <input type="radio"/> | Set up email templates for common inquiries or responsnes | |
| <input type="radio"/> | Organise your day with the Eisenhower Matrix | |

THANK YOU FOR READING!



CAROLINE JONES
FOUNDER OF NINTH
KOI BUSINESS
SOLUTIONS

Want more tips to streamline your business?

VISIT [NINTHKOI.COM](https://ninthkoi.com) OR BOOK A
FREE CONSULTATION WITH ME TO
DISCUSS PERSONALISED SOLUTIONS
FOR YOUR BUSINESS, LET'S MAKE
YOUR BUSINESS RUN LIKE
CLOCKWORK!