

Information Overload Checklist

Use this checklist to cut through information overload and stay focused on the tasks that actually grow your online business.

- Set a daily or weekly time limit for learning (e.g., 30 minutes a day).
- Start each workday with one money-making task before checking updates.
- Avoid buying new courses until you finish or apply the last one.
- Ask: "Am I learning or avoiding action?" before starting a new lesson.
- Create and stick to a to-do list with 3 top priorities each day.
- Schedule time for content creation, promotion, and sales activities.
- Track results from actions (traffic, clicks, sales) instead of chasing trends.
- Remove distractions: limit social media scrolling and mute non-essential groups.
- For affiliate marketers: focus on list building before chasing every promo.
- Review progress weekly and adjust strategies, not constantly mid-task.