

# *Time Mastery* *Where does my* *time go?*



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## **21 Ways To Manage Time More Effectively...Brian Tracy**

1. Be decisive
2. Set clear goals and objectives (using SMART)
3. Set a daily work plan (the night before)
4. Prioritize tasks using A,B,C,D,E (consider the consequences in setting priorities). Reprioritize A tasks using 1,2,3 to identify the most important A tasks and so on
5. Separate the urgent from the important (what are the long term potential consequences of doing not doing tasks?)
6. Use the law of forced efficiency (what is the highest value use of your time, right now?)
7. Use the 80/20 rule to identify the 20% of tasks that will have the greatest benefit and just do those
8. Develop stamina and high energy through proper exercise, diet and rest
9. Develop single-handling skills to concentrate on one task at a time
10. Eat that Frog (do the hardest task of the day first – don't sit and look at it or procrastinate – just DO IT!)
11. Organize your work workspace (don't work in a mess). Use the acronym TRAF – Toss, Refer (delegate), Action, File to help you
12. Use travel time effectively (listen to CDs, prepare a work schedule for flights/rail journeys)
13. Develop expertise in key tasks through practice and repetition
14. Work in 'real' time (pick up the tempo, develop a sense of urgency, do it NOW!)
15. Learn to make decisions quickly; don't carry ifs, buts, and maybes around
16. Reengineer work processes: map them out and identify what needs to be done to reduce the number of steps by 30% minimum
17. Reinvent yourself at least once a year: identify what you need to do to become more productive, because everything changes (90 day plan)
18. Ask yourself this on a regular basis: knowing what I know right now, would I be doing this/be in this relationship/working with this client etc
19. Set posteriorities: identify what tasks to procrastinate on, i.e. the lower priorities that can wait, the 80% of tasks that have less value and only contribute 20% of the output
20. Decide to work to live, not live to work. This means working towards a balanced life. It's the *quantity* of time on downtime and the *quality* of time at work to aim for
21. Be Intensely Action Orientated. It's acting and executing that generate results

# Default Calendar

## DEFAULT CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00							
5:30							
6:00							
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TOTAL							



## PERSONAL MANAGEMENT TIME/TASK LOG

**Aim:** The purpose of this form is to accurately record what you do with your time each day. We will review with you what you do and whether you can delegate some of your tasks to other team members or other specialists that can help you. **REMEMBER WE WANT YOU WORKING ‘ON’ YOUR BUSINESS, NOT JUST ‘IN’ IT AND WORKING ON IMPORTANT TASKS NOT MENIAL ONES!**

For you to receive the most benefit from the coaching program, it is imperative that you list each activity within each 30 minute block. You must be brutally honest with yourself and your Coach when listing the tasks on this list. List all tasks – Yes, even the ones you know you shouldn’t be doing but you still did do!

Date: \_\_\_\_\_  
          dd/mm/yy

6.00-6.30		2.30-3.00	
6.30-7.00		3.00-3.30	
7.00-7.30		3.30-4.00	
7.30-8.00		4.00-4.30	
8.00-8.30		4.30-5.00	
8.30-9.00		5.00-5.30	
9.00-9.30		5.30-6.00	
9.30-10.00		6.00-6.30	
10.00-10.30		6.30-7.00	
10.30-11.00		7.00-7.30	
11.00-11.30		7.30-8.00	
11.30-12.00		8.00-8.30	
12.00-12.30		8.30-9.00	
12.30-1.00		9.00-9.30	
1.00-1.30		9.30-10.00	
1.30-2.00		10.00-10.30	
2.00-2.30		10.30-11.00	

## EXERCISE: WHAT'S WORKING?

*Fill in as many answers to the following questions as you can think of:*

No matter how busy I get I always find time for .....

My goals are well defined when it comes to.....

I'm pretty clear on how long it takes me to.....

I never procrastinate about.....

I am never late for.....

I have no problem exercising when.....

I have no problem tackling difficult projects when.....

I always build in transition time between.....

# Keys to Time Management

## Basic Premises:

1. Accept – you will never be able to do everything you want... because there is just too much to do.
2. The driving force (purpose) behind managing your time is to accomplish your ultimate goal/s.

## Four skills to use your time wisely require:

Analysis  
Planning  
Delegation  
Self management

## The Process for success:

### What to do

Spend your time doing what is key to the success of your business

Work on tasks that can only be done effectively by you.

(4 “D’s” -- Do it.... Delegate it....Defer it....or Dump it)

### When to do

Plan your time/ organize your work schedule so that you are never working the issues that fall into the “important/urgent” category.

### How to do (*organize*)

Create a “template” schedule for each time period – month/week/day - which allocates time periods for specific types of tasks. Ex: travel to customers, return/place phone calls; do quiet work, organize paperwork, read.

*Tool – Time blocking chart*

## **How to do** (*discipline*)

Work off of lists & mark the items for priority (a,b,c) -  
The key to efficient use of time is planning  
Put lists into time blocks  
*Tool – Daily, Weekly lists*

### Planning:

#### *For efficiency*

- Do it in advance -- Friday night or weekend for next week; the night before, for the next day, rather than the morning of.
- Gather your materials in advance, so can “hit the ground running”

#### *For motivation*

- Put as much on your list as you can, momentum gained as you check off
- When large projects, break them into small steps so you can see progress.

#### *For effectiveness*

- Each major project should be planned out over time periods - with other activities interspersed

### Hints for success:

Incremental progress is key. So for projects, “divide to multiply”. Start now, step-by-step.

### Do the toughest things first –

- This stops procrastination
- You’ll feel great... therefore...
- You’ll be inspired to do everything else required for the day

Delegate: Include scheduled time in your plan to oversee/ train/ obtain & review reports on the work you have delegated. Do not slip into the habit of doing it.

If you schedule on importance, not urgency – the urgent will almost never occur!