



Time Management

Today is going to be a great day!

Prioritize - designate or treat (something) as more important than other things.

Money

Time

Food

Plan your day in writing

Ask and answer your time management questions for 14 minutes

Apply the 80/20 rule to your plan

Study time management to learn how to be more productive daily. Time management is a learned skill. Anyone can learn it.

As you pursue higher levels of success you will come to realize you need to produce more in a day than what you are currently doing. You can increase your results by thinking about time in a different way.

Ways to get more accomplished in a day

Write down what you want to accomplish for the day

Focus on the important tasks of the day. You can increase your results by increasing your concentration on tasks you are doing.

Spend more time on things that matter and less time on things that don't.

Leverage – Look for ways to create leverage. On this live call there are about 100 people. So my leverage is 100:1. Another 500 people will watch or listen to the replay. So now my leverage is 600:1. It goes beyond that though. There is also the leverage you receive from the content, and then the leverage from the bonus video that I created in 2002. And then the leverage I receive by getting a little bit better by delivering one more training. And then the leverage of precession.

Measure time in results per hour not minutes per hour.

If 600 people watch/listen to this 15 minute call that produces 150 hours of result in 15 minutes of time.

Bonus Video – Time Management Course - <http://bit.ly/timemanagementmodules>