

Redefining Time

Structure your time in a way that takes full advantage of your talents and maximizes your results.

You are in charge... control your time and your life.

The world is entering a new time zone, and one of the most difficult adjustments people must make is in their fundamental concepts and beliefs about the management of time.

DAN SULLIVAN

Time is really the only capital that any human being has, and the only thing he can't afford to lose.

~Thomas Edison

We all have the same
24 Hours
It's How You Manage
Your Time That Matters
Make It Count

LiveLifeActive.com

Either you run
the day, or the
day runs you.

~ Jim Rohn

The bad news is
Time flies.
The good news is
you're the pilot.

~ Michael Altshuler

Most of us spend
*too much time on
what is urgent and
not enough time
on what is*
IMPORTANT.

~ Stephen Covey

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Break your work week into three kinds of days:

1. Focus Days,
2. Buffer Days,
3. Free Days

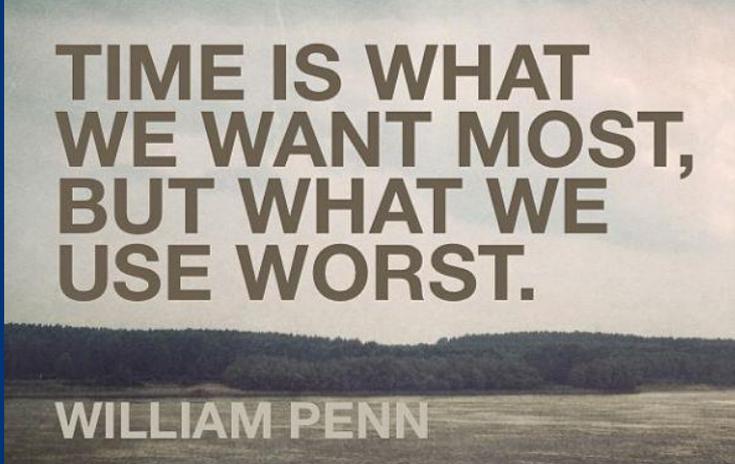
Focus Days: On these days, you're seeking a high return on your investment of time by spending at least 80% of the day focusing directly on your primary area of expertise. This is the work you are compensated for.

Buffer Days: Consider this as preparation time, crucial to making the most of your focus days. This might include planning a new service, developing resources, training new team members, learning new skills, reporting status, or project planning. Assuming you have available resources, delegate anything you don't do well or don't enjoy doing, —this will free up more time to pour into focus days.

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Free Days: This is usually the first thing we give up when we're super busy, but vitally important for renewed creativity, mental clarity, and life balance. A free day extends from midnight to midnight and involves NO work-related activity whatsoever! That means you are 'unavailable' to co-workers, management, vendors, and anyone or anything else work related.

Free Days Help You Work Harder and Smarter!



**TIME IS WHAT
WE WANT MOST,
BUT WHAT WE
USE WORST.**

WILLIAM PENN



“Time is the scarcest resource, and unless it is managed nothing else can be managed.”

– Peter Drucker

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If You Don't Have Time to Make Time – Try the 4 D's Do it, Dump it, Delegate it, Defer it

Do

If you can at the moment a paper or request comes to you, Just Do It! It's as simple as that.

Dump

Garbage, rubbish, trash, call it what you like, most people have a big round file under their desk which is waiting to be filled up. Whether you dump things for real, or just metaphorically, simply not doing things is a great time management tool. Would the world really end if you didn't do it?

Delegate

Upwards, downwards, left or right, if it needs doing but could be done better by someone else, then delegate it. Can't let go? Then remember by doing it yourself, your wasting your time, throwing your life away, and depriving someone of the learning opportunity that doing the task may present. So be generous and delegate instead.

Defer

Can't do it right now? Then get out your schedule and plan in time when you will do it. Notice that defer is your last option. If your defer pile is growing exponentially, then go back to the dump and delegate questions and try harder.