



# Brian Tracy's Time Management Made Simple

## DO THIS FIRST!

### **FREE Time Management Skills Assessment:**

Your success in life and work will be determined by the kind of habits that you develop over time. You can focus and concentrate on your highest-value tasks, or you can spend time on activities that contribute little value to your life. How effectively do you manage your time?

When you take my FREE Time Management Skills Assessment, all of your strengths and weaknesses will be identified and assessed. You'll receive a complete and personalized report detailing which areas in your life and business you excel in time management and which areas need improvement.

To get started, go to: [www.briantracy.com/timemanagementsuccess](http://www.briantracy.com/timemanagementsuccess)

### **Business Growth Strategies Online Learning/Training:**

**A proven system that will provide you with all the essential skills you need to master the art of time management!**

You'll also receive one month of FREE access to a personalized online learning program tailored to your specific personal and professional growth needs.

This means you'll have access to a comprehensive, customized learning program, including high powered video lessons, action exercises, and time management strategies – ABSOLUTELY FREE.

Learn how to increase your productivity, focus on higher-value activities, and end procrastination once and for all!

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*Notes for review, reinforcement and continuous learning*

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*Notes for review, reinforcement and continuous learning*

## LESSON ONE

### 21 Great Ways to Double Your Productivity

- 1) All successful people are very productive; they work longer hours and they work better hours.
- 2) Every positive change in your life begins with a clear, unequivocal decision that you are either going to do something or stop doing something.
- 3) Decide today that you are going to become an expert in time management and personal productivity.
- 4) “Self-discipline is the ability to make yourself do what you should do, when you should do it, whether you feel like it or not.”
- 5) Develop clear goals and objectives.
- 6) First, decide exactly what it is you want. Second, decide exactly the price you’re going to have to pay to get it, and resolve to pay that price.
- 7) There is a powerful seven-step formula you can use to set and achieve all your goals.
  - 1) Decide exactly what it is you want
  - 2) Write it down clearly and in detail

- 3) Set a deadline for your goal
- 4) Make a list everything that you can think of that you're going to need to achieve your goal
- 5) Organize your list into a plan
- 6) Take action on your plan immediately
- 7) Do something every day to achieve your major goal
- 8) Ten goal method: Take a blank sheet of paper and write out ten goals you want to accomplish in the next twelve months.
- 9) Select the most important goal on that list, the one that would have the greatest positive impact on your life.
- 10) Write this goal at the top of a new sheet of paper, set a deadline, make a list, organize the list into a plan, take action on your plan and then do something every day until your goal is achieved.
- 11) Plan every day in advance; daily planning is absolutely essential for you to double your productivity.
- 12) Always think on paper when you plan your day.
- 13) Make a master list, a monthly list, a weekly list, and a daily list for every day.
- 14) Working from a list will increase your productivity by 25% the very first day.

- 15) Use the ABCDE Method to set priorities:
  - 1) A = Must do = high potential consequences
  - 2) B = Should do = mild consequences
  - 3) C = Nice to do = no consequences
  - 4) D = Delegate = everything you can
  - 5) E = Eliminate = all non-essential activities
- 16) Always consider the possible consequences of doing something or not doing something.
- 17) Separate the urgent from the important.
- 18) Work on those tasks that are both urgent and important, and those tasks that are not urgent, but important as well.
- 19) Eliminate those activities that are neither urgent nor important; these are big time-wasters.
- 20) Use the law of forced efficiency; there is always enough time to do the most important things.
- 21) What is the highest value use of your time right now?
- 22) Why are you on the payroll? Exactly what have you been hired to do?
- 23) What can you and only you do that, if done well, can make a real difference?

- 24) What is the most valuable use of my time, right now?
- 25) Apply the 80/20 Rule to everything; 20% of the things you do will account for 80% of the value.
- 26) Practice creative procrastination with the bottom 80% of tasks that contribute little value.
- 27) Work at your energy peaks; practice proper eating, proper exercising and proper rest.
- 28) Eat good foods, get regular exercise, and get lots of sleep.
- 29) Identify the time of day when you are most alert and awake, and do your most important work during that time.
- 30) Practice single-handling with key tasks; this technique will boost your productivity by 50% the very first day.
- 31) Select the most important item on your list, the highest value use of your time.
- 32) Begin working on your most important task and stay with it until it is 100% complete.
- 33) Every time you complete an important task, you get an “endorphin rush” that motivates you into new tasks.
- 34) Eat That Frog; do the worst first.
- 35) Your “frog” is the biggest, ugliest, hardest, most challenging and most important task you have to do at any given time or on any given day.

- 36) Resist the temptation to clear up small things first.
- 37) Organize your workspace; highly productive people work from a clean desk and a clean workspace.
- 38) Make it a habit to clean off your workspace and to work from a clean desk all the time.
- 39) Use the TRAF formula on all your papers; Toss, Refer, Action, File.
- 40) Toss everything you possibly can, refer other tasks to other people, take action on the most important things, and file what you will need later.
- 41) When in doubt, throw it out!
- 42) Use travel time productively; use both driving and flying time to your best advantage.
- 43) When you drive, always listen to educational audio programs in your car.
- 44) When you fly, plan your trips in advance and work the entire time you are in the air.
- 45) Do serious work on the outbound leg and read books and magazines on the return flight.
- 46) Get better at your key tasks; the better you get, the less time it takes to do them.
- 47) Increasing your ability to type can increase your output by ten times.



- 48) Question: “What one skill, if you developed and did it consistently and in an excellent fashion, would have the greatest positive impact on your career?”
- 49) Set this skill as a goal. Write it down, and work on it every day.
- 50) Work in real time; develop a sense of urgency; develop a bias for action.
- 51) Make decisions quickly, the first time they come up.
- 52) Complete all small jobs as soon as they come up, as well.
- 53) Develop a reputation for speed and dependability.
- 54) Reengineer your work; break down each job into the individual tasks necessary to complete,
- 55) Go through the list and look for ways to eliminate, consolidate or combine various tasks.
- 56) Ask two questions: “Why are we doing it this way?” and “Could there be a better way?”
- 57) Re-invent yourself each year; stand back and look at every aspect of your life on a regular basis.
- 58) Is there anything that you would do completely differently if you had a chance?

- 59) Practice zero-based thinking continually. Is there anything in your life, that knowing what you now know, you wouldn't get into again today, if you had to do it over?
- 60) Is there any relationship you wouldn't get into? Any business activity you wouldn't start up? Any investment you wouldn't make?
- 61) If your answer is "No!" then the next question is "How do I get out of this situation, and how fast?"
- 62) Set clear posteriorities; this is something that you do less of and later, if at all.
- 63) You are already overwhelmed with too much to do and too little time.
- 64) Practice "creative abandonment" with low value, no value tasks and activities.
- 65) You can only get your life under control to the degree to which you discontinue lower value activities.
- 66) Keep your life in balance; remember that the reason you want to be successful is so that you can spend more time with your family and your personal life.
- 67) Remember that in life, relationships are everything.
- 68) Set your peace of mind, your happiness and your home life as your highest goals, and organize the rest of your life around them.
- 69) Create a box of time to spend with your family.

- 70) When you work, work all the time you work.
- 71) Plan every project carefully; this is anything that is defined as “multi-task activity.”
- 72) Make a list of everything that you have to do to complete a multi-task job.
- 73) Organize this list by priority and sequence, what you have to do that is most important and what you have to do first.
- 74) Remember the six “P” rule: Proper Prior Planning Prevents Poor Performance.
- 75) Be intensely action oriented; be in constant motion.
- 76) Remember, only action is action; only execution is execution. Only getting the job done really matters.
- 77) The faster you move, the better you feel, and the more energy you have.
- 78) Resolve to become one of the most productive people in your field.
- 79) Start today to manage your time and better your productivity.

*Notes for review, reinforcement and continuous learning*

## **LESSON TWO**

### **The Miracle of Self-Discipline**

- 1) Your ability to develop the habit of self-discipline will contribute more to your success than any other quality of character.
- 2) Resolve to make yourself do what you should do, when you should do it, whether you feel like it or not.
- 3) Self-discipline is the master key to riches.
- 4) Success is tons of discipline.
- 5) Discipline weighs ounces; regret weighs tons.
- 6) Long time perspective is the key to upward social and economic mobility in America.
- 7) The key is your ability to sacrifice immediate pleasure in the present so that you can enjoy greater rewards in the future.
- 8) Self-discipline means self-control, self-mastery, and the ability to have "Dinner before desert."
- 9) Whenever you practice self-discipline, your self-esteem and self-respect go up.

- 10) It takes 21 days of resolution and practice to develop a habit of self-discipline.
- 11) The common denominator of success is that successful people make a habit of doing those things that unsuccessful people don't like to do.
- 12) Every exercise of self-discipline strengthens every other discipline at the same time.
- 13) The discipline of clear thinking: your ability to think clearly can have an enormous positive impact on your life.
- 14) Take time to think through the critical issues and problems in your life.
- 15) Practice solitude on a regular basis.
- 16) Solitude activates your superconscious mind and triggers your intuition.
- 17) Wisdom is a combination of experience plus reflection.
- 18) Write down every detail of the problem situation you are facing.
- 19) Go for a walk for 30 – 60 minutes to stimulate your creative mind.
- 20) Continue to question your assumptions. What if they were wrong?
- 21) The discipline of daily goal setting; setting goals each day will increase your productivity by five and ten times.
- 22) What do you really want to do with your life?

- 23) If you had \$10 million cash, but only ten years to live, what would you do differently in your life?
- 24) Imagine that you have no limitations.
- 25) Buy a spiral notebook and write in it every day.
- 26) Every day, re-write your top ten goals in the present tense, as though you had already achieved them.
- 27) The discipline of daily time management: every minute spent in planning saves ten minutes in execution.
- 28) Make a list of everything you have to do the next day, the night before.
- 29) Organize the list by priority before starting work.
- 30) Practice the 80/20 Rule on all your activities.
- 31) Start on your A-1, most important tasks, first thing in the morning.
- 32) The discipline of courage: make yourself do what you have to do, and confront your fears rather than avoiding them.
- 33) Courage is a habit, developed by practicing courage whenever it is required.
- 34) Emerson: "Do the thing you fear and the death of fear is certain."
- 35) Repeat the words, "I can do it!" over and over.
- 36) The discipline of excellent health habits: resolve to live to be 100 in superb physical health.

- 37) The key to a healthy life? "Eat less and exercise more."
- 38) Develop the discipline of exercising every single day.
- 39) Eliminate three white poisons: flour, sugar and salt.
- 40) Get regular medical and dental check-ups.
- 41) The discipline of regular saving and investing: resolve to get out of debt, stay out of debt, and become financially independent.
- 42) The key is for you to save 10% and more of your income throughout your life.
- 43) Begin by saving 1% of your income and discipline yourself so that you live on the other 99%.
- 44) Delay and defer major purchases for 30 days or more.
- 45) Investigate before you invest.
- 46) Pay cash for as many things as possible.
- 47) "If you cannot save money, the seeds of greatness are not in you."  
(Clement Stone)
- 48) The discipline of hard work: develop a reputation for being a hard, hard worker.
- 49) "The harder you work, the luckier you get." (Thomas Jefferson)
- 50) Work all the time you work!

- 51) Start one hour earlier and immediately get to work.
- 52) Work harder, through your lunch hour, all day long.
- 53) Work one hour later; be the last to leave.
- 54) Keep asking, "What is the most valuable use of my time right now?"
- 55) The discipline of continuous learning: to earn more, you must learn more.
- 56) Jim Rohn, "Work at least as hard on yourself as you do on your job."
- 57) Read in your field 30 – 60 minutes each day.
- 58) Listen to CDs as you drive from place to place.
- 59) Attend seminars and take courses given by experts in your field.
- 60) Work on yourself as if your future depends on it, because it does.
- 61) The discipline of persistence: your ability to persist in the face of adversity, no matter how you feel.
- 62) There are two parts of courage: the courage to begin, and the courage to endure.
- 63) Your persistence is the measure of your belief in yourself.
- 64) The more you persist; the more you'll tend to believe in yourself and what you are doing.
- 65) Persistence is actually self-discipline in action.



- 66) “Persistence is to the character of man as carbon is to steel.”  
(Napoleon Hill)
- 67) The habit of self-discipline virtually guarantees your success in life.
- 68) With self-discipline, you’ll get more done, faster and of higher quality than with any other skill.
- 69) You will be paid more and promoted faster.
- 70) You will experience a greater sense of self-control, self-reliance and personal power.
- 71) With self-discipline, you will have the strength of character to persist over all obstacles until you eventually succeed.

*Notes for review, reinforcement and continuous learning*

## LESSON THREE

### Goals!

- 1) Success is goals and all else is commentary.
- 2) Three turning points: first, you are responsible for your life; second, the discovery of goals; third, you can learn anything you need to learn to accomplish any goal you can set for yourself.
- 3) No one is smarter than you and no one is better than you.
- 4) Decide exactly what you want in every key area of your life.
- 5) Imagine that there are no limitations on what you can be, have or do.
- 6) Imagine that you could wave a magic wand and make your life perfect in every area.
- 7) Income: how much do you want to earn this year, next year, in five years from today?
- 8) Family: what kind of a lifestyle do you want to create for yourself and your family?
- 9) Health: how would your health be different if it was perfect in every way?

- 10) Net worth: how much do you want to save and accumulate in the course of your working lifetime?
- 11) In less than 30 seconds, write down your three most important goals in life right now.
- 12) Your goals must be in writing and be clear, specific, detailed and measurable.
- 13) Set a deadline: your subconscious mind uses deadlines as “forcing systems” to drive you toward your goal on schedule.
- 14) Identify the obstacles that you’ll have to overcome to achieve your goal; why aren’t you already at your goal?
- 15) The theory of constraints: there is always one limiting factor or constraint that sets the speed at which you achieve your goal. What is it for you?
- 16) 80% of the constraints that are holding you back are within yourself.
- 17) Identify the knowledge, information and skills you will need to achieve your goal, to get into the top 10% of your field.
- 18) Your weakest key skill sets the height of your income and your success.
- 19) What one skill, if you developed and did it in an excellent fashion, would have the greatest positive impact on your life?

- 20) Identify the people whose help and cooperation you'll require to achieve your goal.
- 21) Ask yourself this question, "What's in it for them?"
- 22) To achieve big goals you will have to have the help and support of lots of people.
- 23) Make a list of everything you will have to do to achieve your goals.
- 24) As you think of new items, add them to your list until your list is complete.
- 25) Organize your list into a plan. What will you have to do first, and what is most important on your list?
- 26) The 20/80 rule says that the first 20% of time that you spend planning your goal and organizing your plan will be worth 80% of the time and effort required to achieve your goal.
- 27) Organize your list into a series of steps from the beginning all the way through to the completion of your goal.
- 28) Plan each day, each week and each month in advance.
- 29) Every minute spent in planning saves ten minutes in execution.
- 30) Select your number one, most important task for each day.
- 31) Ask yourself, "If I could only do one thing on this list, which one activity is most important?"

- 32) If you could only do one thing all day long, which one activity would contribute the most value to your work and to your goals?
- 33) Focus and concentration are the keys to success.
- 34) Once you have decided on your most important tasks, resolve to concentrate single-mindedly on that one task until it is 100% complete.
- 35) Single-handling is one of the most powerful of all time management techniques.
- 36) Practice visualization of your goals.
- 37) Create clear, vivid, exciting emotional pictures of your goals as if they are already your reality.
- 38) Create within yourself the emotions that would accompany the successful achievement of your goal.
- 39) Combine your visualization of your goal with the emotions that accompany it.
- 40) Practice the ten-part goal setting exercise described in Lesson One.
- 41) Decide upon your major definite purpose.
- 42) Write it down, set a deadline, and identify the obstacles you will have to overcome to achieve it.
- 43) Identify the knowledge and skills you will require, the people whose help you will require, and make a plan to get it.

- 44) Make a list of everything you'll have to do to achieve your goal and organize your list by sequence and priority.
- 45) Set priorities on your list and identify the most important thing you can do every single day to move yourself more rapidly toward your goal.
- 46) Resolve in advance that no matter what happens, you will never give up.
- 47) Your goal is to eventually become "unstoppable!"

*Notes for review, reinforcement and continuous learning*

## **LESSON FOUR**

### **The Psychology of Time Management**

- 1) Time management can be viewed as a tool with which you can build a great life.
- 2) All successful people place a very high value on their time.
- 3) Time management is really life management, management of yourself.
- 4) Your outer life tends to be a mirror image of your inner life.
- 5) The starting point of excelling in time management is desire.
- 6) By using these techniques, you can gain two extra hours of productivity each day.
- 7) Two extra hours per day, multiplied by five days per week equals ten extra hours a week, 500 extra productive hours each year.
- 8) With time management, you can increase your income by 25% per year by increasing your productivity.
- 9) Time management enables you to take control of your time and your life.
- 10) You'll have more time for your family as you get your life and work under control.

- 11) Good TM skills will make you more warm, calm, natural and spontaneous.
- 12) Time management skills are learnable and learned by anyone who wants them.
- 13) Throw off your self-limiting beliefs about your abilities to manage your time.
- 14) Time management behaviors are very much a matter of choice.
- 15) Program yourself for greater effectiveness and efficiency.
- 16) Talk to yourself positively, using positive affirmations like, "I am excellent at time management!"
- 17) Say, "I am always punctual for my appointments!"
- 18) Visualize yourself as highly efficient and effective.
- 19) Mentally rehearse yourself performing in an effective and efficient manner all day.
- 20) Act the part of a highly effective and productive person.
- 21) Pattern yourself after someone you know who uses his or her time well.
- 22) Program your subconscious mind for time management by teaching other people the skills you are learning.
- 23) Become a role model for others; act as if everyone was watching you.



- 24) The more you like yourself, the better you manage your time.
- 25) The more effective you become, the more you like yourself.
- 26) Live your life in a manner consistent with your deepest values.
- 27) Continually strive to achieve mastery in everything you do.
- 28) Know exactly what you want and work toward it every day.
- 29) The quality of your life is largely determined by the quality of your time management.
- 30) Time management enables you to increase the value of your contribution.
- 31) Your rewards, both tangible and intangible, will always be equal to the value of your service to other people.
- 32) Good time management requires that you see yourself as a “factory.”
- 33) Everything you accomplish, or fail to accomplish, depends on your ability to use your time to its best advantage.
- 34) Time is the scarcest resource of accomplishment.
- 35) The practice of time management skills allows you to develop judgment, foresight, self-reliance and self-discipline.
- 36) A focus on time management forces you to be intensely results oriented.
- 37) Time management enables you to work smarter, not just harder.

- 38) Good time management is a source of energy, enthusiasm and a positive mental attitude.
- 39) You grow as a person in direct proportion to the demands that you place on yourself.
- 40) Lasting motivation only comes from a feeling of achievement and accomplishment.
- 41) Now, this minute, is all the time you have.
- 42) Your self-image determines your performance.
- 43) It takes about 21 days of practice and repetition to form a new habit pattern.
- 44) Promise yourself that you are going to become excellent at time management.
- 45) Start in just one area where poor time management is holding you back.
- 46) Launch your new time management habit strongly.
- 47) Continually use the “trial and success” method of time management skill development.
- 48) Believe that you can and you will become outstanding at time management.
- 49) Exercise: Select one area where better time management skills can help you be more effective and get more done.

50) Resolve to go to work on yourself in that area immediately.

*Notes for review, reinforcement and continuous learning*

## **LESSON FIVE**

### **Getting Yourself Organized**

- 1) Highly effective people are much better organized when they work with others.
- 2) Organizing is a skill, and all skills are learnable.
- 3) Before you can do anything, you have to do something else first.
- 4) Plan everything in advance; this builds your self-confidence and gives you control over your life.
- 5) Each minute spent in planning saves ten minutes in execution.
- 6) The highest “ROL” or “Return on Life” comes from consistent, continuous planning.
- 7) Action without planning is the cause of every failure.
- 8) The better and more complete your plans are before you begin, the greater will be the likelihood of success once you start.
- 9) Neatness is a key habit for personal productivity.
- 10) Stand back and evaluate yourself: “What kind of a person works at that desk?”

- 11) Refuse to make excuses; people who work in a neat, well-organized environment accomplish five times as much as people who work in a cluttered environment.
- 12) Work from a clean desk.
- 13) Clear your desk of everything but the one thing you are working on at the moment.
- 14) Arrange everything you need at hand before you begin a new task.
- 15) Handle each piece of paper only once.
- 16) One of the best time management tools at home or office is the wastebasket; throw it away!
- 17) Delegate or refer a task to someone else rather than doing it yourself.
- 18) Take action on your most important pieces of paper.
- 19) File it for future reference.
- 20) When you are finished with something, put it away.
- 21) Use a time planner to organize your life.
- 22) Always work from a list.
- 23) Organize your list by priority.
- 24) Use any time management system you like, but use a time management system of some kind.

- 25) Prepare the night before.
- 26) Schedule your time in advance.
- 27) Get an early start on the day; start your day early.
- 28) Use an organized filing system to make it easy to find items you've put away.
- 29) Do important work during your prime energy times.
- 30) Use a dictating machine or tape recorder for correspondence and notes.
- 31) Make air travel productive by planning every trip as an opportunity to work without interruptions.
- 32) In air travel, always pre-book a non-bulkhead window seat so you won't be disturbed.
- 33) When you pack your work for a trip, organize it by subject.
- 34) Arrive at the airport at least one hour before your departure so that you are not rushed.
- 35) Work steadily through the flight, from the first minute that the light goes off and you can put down your tray table.

**Action Exercise:**

Resolve today to become one of the best organized people in your business. Repeat this affirmation, “I am organized and efficient in everything I do!” until this command is accepted by your subconscious mind.

*Notes for review, reinforcement and continuous learning*

## **LESSON SIX**

### **Establishing Proper Priorities**

- 1) Your ability to set priorities among your goals, tasks and activities is the key to personal effectiveness.
- 2) Begin with your values; what is really important to you?
- 3) Of all the things that are important to you, what is most important?
- 4) You are always free to choose your order of priority.
- 5) Your choices are the very best reflection of your true values, beliefs and goals.
- 6) Your true values are only and always expressed in your actions and your choices.
- 7) You can use the “inner peace test” to determine whether or not what you are doing is the best thing for you.
- 8) What parts of your life and work give you the greatest pleasure and satisfaction?
- 9) Once you are clear about your values, it is much easier for you to set priorities.



- 10) The starting point of setting priorities is to apply the 80/20 Rule to every part of your life.
- 11) Separate the urgent from the important when you set priorities.
- 12) Your most pressing tasks on your list of things to do are those tasks that are both urgent and important.
- 13) Identify your limiting step or bottleneck in the accomplishment of any goal or task.
- 14) Between you and any goal there is a constraint, choke point or limiting factor that determines how fast you achieve that goal.
- 15) 80% of the constraints in your life are within yourself or within your company, not on the outside.
- 16) What is holding you back from increasing your sales, profitability and income?
- 17) What else could be the reason?
- 18) Always consider the future impact or consequences of any action you take.
- 19) Something is important if it has serious potential consequences.
- 20) Something is unimportant if it has low or no potential consequences.
- 21) Practice creative procrastination; delay and defer tasks that are of low value or no value.

- 22) Allocate your time in terms of ROTI, "Return On Time Invested."
- 23) Set posterriorities on everything you do; a posteriority is something you should do less of and later, if at all.
- 24) You can only get control of your time to the degree to which you stop doing things of low value.
- 25) Practice the ABCDE Method in everything you do, as explained in Lesson One.
- 26) Re-engineer your work; look for ways to simplify your tasks.
- 27) Set personal priorities by identifying your unique strengths and abilities in your work.
- 28) Most of your results in life will come from your ability to perform well in a few limited areas.
- 29) What do you do very well, and better than most other people?
- 30) Continually look for ways to add value to your work.
- 31) Get better at your key tasks; study, practice and prepare for everything you do.
- 32) Get better and better doing more and more of the few things you do that make more of a difference than anything else.
- 33) Invest time in your future; it takes five to seven years to get to the top of your field, whatever it is.

- 34) Think in terms of priorities all day long.
- 35) Analyze your company priorities as well.
- 36) Spend more of your time on the products and services that have the greatest potential.
- 37) Focus where excellent results are possible.
- 38) Prioritize your personal life as well.
- 39) Project forward five years and identify the skills you will need to excel at that time.
- 40) Focus on the first 20% of any task, the time that you spend planning and organizing.
- 41) Never give in to the temptation to clear up small things first.
- 42) Continually ask five key questions for setting priorities:
  - 1) Why am I on the payroll?
  - 2) What are my highest value activities?
  - 3) What are my key results areas?
  - 4) What can I, and only I, do that if done well, will make a real difference?
  - 5) What is the most valuable use of my time right now?

- 43) If you had to leave town for a month, and you could only finish one task before you left town, what one task would be the most important for you to get done?
- 44) The biggest payoff of all is when you are working single-mindedly on your highest priority task.
- 45) Take time to think before you begin and then work on your highest priority activities.

**Action Exercise:**

Resolve today that you are going to become excellent at thinking through and working exclusively on your top priority tasks; never allow exceptions until this becomes a habit.

*Notes for review, reinforcement and continuous learning*

## **LESSON SEVEN**

### **Developing the Work Habits to Get Things Done**

- 1) Good work habits go hand in hand with success in every area of endeavor.
- 2) Most people are unorganized, unfocused and easily distracted.
- 3) You can develop the habits of highly productive people, especially focus and concentration.
- 4) Focus on what is important to the achievement of your most important goal.
- 5) Concentrate your energies on a single task until it is 100% complete.
- 6) Think through what you were trying to accomplish before you began.
- 7) Develop a detailed plan of work and action for achieving your goal.
- 8) Set clear priorities with each of your work tasks organized in a hierarchy of value and importance to the desired results.
- 9) Concentrate single mindedly, without diversion or distraction, on your most important tasks.
- 10) Task completion gives you a surge of energy and wellbeing.

- 11) The habit of completing a task, finishing what you start is an essential part of character building.
- 12) Visualize yourself regularly as focused and channeled toward high achievement.
- 13) Create a clear mental picture of yourself working efficiently and well.
- 14) Assume the physical position, the body language, for efficient and effective work.
- 15) If you want to be confident, act confidently.
- 16) Sit up straight in your chair, and lean forward when you work.
- 17) Think like a genius; take a systematic and orderly approach to problem solving.
- 18) Be prepared to look at situations and problems in a fresh, almost childlike way.
- 19) Develop the ability to concentrate with great depth and intensity on your work.
- 20) Implement these steps to achieve better concentration.
- 21) Clear your workspace of everything except exactly what you need to complete your highest priority task.
- 22) Plan your days and organize your work so that you create blocks or chunks of time.

- 23) Work at home in the mornings for an extended period, before you go to work.
- 24) Structure your time so that you can work on major tasks without interruptions.
- 25) Start earlier, work harder, stay later.
- 26) Paradox: You can't get any work done at work.
- 27) Hard, sustained, concentrated effort is essential to high productivity.
- 28) Minimize idle conversation, one of the greatest of all time wasters.
- 29) Develop a compulsion for closure; set specific deadlines for yourself on each task.
- 30) Set up a structure of rewards for each thing that you do or complete.
- 31) To gain the cooperation of others, set up a structure of rewards for the entire group.
- 32) Improve your ability to concentrate on any task by listening to positive affirmations.
- 33) Keep repeating: "Back to work! Back to work! Back to work!"
- 34) Practice single handling with every task.
- 35) Take advantage of the learning curve, doing a group of similar tasks all at the same time.

- 36) Practice the personal productivity techniques used by all high achievers.
- 37) Use the principle of “concentration of power.”
- 38) Focus on the goal of increasing “return on energy” in everything you do.
- 39) Concentrate where superior results are possible.
- 40) Do things you are better at, things at which you excel.
- 41) Focus on opportunities, the opportunities of tomorrow rather than the problems of yesterday.
- 42) Fish for whales, not minnows. Look for huge customer problems not yet solved.
- 43) Focus on key result areas.
- 44) Keep and set deadlines for your most important goals and stick to them.
- 45) Allow enough time to do everything well.
- 46) Maintain a steady pace; don’t hurry or rush around frantically to get the job done.
- 47) Think about results; result orientation is the quality of all high achieving men and women.



**Action Exercise:**

Plan your work thoroughly in advance; have everything you need before you begin work, and then resolve to focus and concentrate.

*Notes for review, reinforcement and continuous learning*

## **LESSON EIGHT**

### **Time Saving Techniques**

- 1) Time is the one indispensable ingredient of accomplishment.
- 2) Everything you want to achieve requires time.
- 3) There are seven major time wasters in the world of work today.
- 4) Telephone interruptions lead the list.
- 5) Unexpected or drop-in visitors can be extremely time-consuming.
- 6) Meetings, both planned and unplanned, consume 40% or more of your time.
- 7) A major time consumer and time waster is fire fighting and handling emergencies.
- 8) Procrastination is the primary thief of time.
- 9) Socializing and idle conversations take up as much as 75% of time at work.
- 10) Indecision and delay costs more time than most people realize.
- 11) Think of yourself continually as well organized and efficient.

- 12) Be sure that you have clear goals and objectives for your work and everything you do.
- 13) Create detailed plans of action, organized by sequence and priority.
- 14) Set clear priorities and always work on your highest value tasks.
- 15) Work all the time you work; don't waste time.
- 16) Think through and carefully plan large jobs or complex tasks that involve several people.
- 17) The greatest time saver of all is the word "No!"
- 18) There are seven ways to deal with telephone interruptions.
- 19) Use the telephone as a business tool; get on and off the phone fast.
- 20) Have your calls screened; find out who is on the phone and what he wants before you answer.
- 21) Have your calls held at certain times during the day.
- 22) Don't be a slave to a ringing phone.
- 23) Set clear call-back times, especially when you leave a message.
- 24) Batch your calls; make all of your telephone calls at once.
- 25) Plan your calls in advance by creating an agenda or outline before you pick up the phone.

- 26) Take good and complete notes of every telephone conversation so you can remember what was said.
- 27) There are four ways to deal with drop-in visitors.
- 28) First, create a quiet time for work when you accept no interruptions.
- 29) Second, deal with unwelcome visitors by standing up quickly when they come into your office.
- 30) Third, bring the discussion to a close by standing up and leading the visitor to the door.
- 31) Fourth, arrange for specific meeting times so that people don't drop in on you.
- 32) Avoid wasting the time of others.
- 33) As much as 50% of working time is spent in meetings, making them a major time waster.
- 34) Calculate the cost of each meeting by multiplying the hourly rate of the people attending.
- 35) Be sure that the meeting is necessary; there may be other ways to achieve the same goal.
- 36) Write an agenda for the meeting, a clear list of things that have to be accomplished.
- 37) Draw up an agenda for each meeting with your boss or other people as well.

- 38) Start and stop on time; set a schedule for the beginning and end of the meeting.
- 39) Cover the most important items first.
- 40) As you go along, summarize the discussion and get closure.
- 41) Assign specific responsibility for a task or activity.
- 42) Keep notes of the meeting and circulate the minutes within 24 hours.
- 43) Another major time waster in work is fire fighting, or dealing with the unexpected crises.
- 44) To avoid crises, think ahead and determine all the things that could possibly go wrong.
- 45) Crises are normal, natural, and unavoidable in the history of any company or organization.
- 46) Think before acting; action without thinking is the cause of every failure.
- 47) Delegate responsibility; if it is not necessary for you to decide, it is necessary for you not to decide.
- 48) Whatever the crisis, write it down on your list before you take action.
- 49) Get the facts; don't assume anything.
- 50) Develop a policy for other people to deal with a recurring crisis.
- 50) Another major time waster in the world of work is socializing.

- 51) Arrange to do your socializing at coffee breaks, lunch and after work.
- 52) Always be asking yourself, "Is this what I'm being paid to do?"
- 53) If your boss was standing right there next to you, would you continue doing what you are doing?
- 54) When you engage in discussions, make sure that they are work and problem focused.
- 55) A major time waster in work is indecision or poor decision-making.
- 56) There are decisions only you can make.
- 57) There are decisions you can delegate.
- 58) There are decisions that you cannot afford to make.
- 59) There are decisions that you cannot afford not to make.
- 60) Delegate decision making whenever possible.
- 61) If you can't make a decision immediately, set a deadline for the decision.
- 62) Get the facts before making a decision.
- 63) Dare to go forward; decision-making requires courage.
- 64) Overcome the fear of failure by doing the thing you most fear.
- 65) There are five additional time saving ideas that you can use in your personal life.

- 66) Shop all at once, at the same time.
- 67) Bunch your errands and do several similar things at the same time.
- 68) Don't waste the time of others. Ask yourself, "What do I do that wastes the time of others?"
- 69) Be punctual; make a habit of being on time.
- 70) Move quickly. Develop a fast tempo. Pick up the pace.
- 71) Continually look for ways to save time by cutting down or eliminating major time wasters from your life, work, or at home.

**Action Exercise:**

Resolve today to minimize and eliminate the time wasters in your life and work that take you away from doing the things that can be responsible for your greatest successes.

*Notes for review, reinforcement and continuous learning*

## **LESSON NINE**

### **Overcoming Procrastination**

- 1) The tendency to procrastinate is the primary reason that many people live lives of quiet desperation and retire poor.
- 2) One of the qualities identified for great career success was “the ability to get the job done fast.”
- 3) Don’t be the kind of person who waits until they get “around to it.”
- 4) Develop a reputation for speed and dependability.
- 5) People who move up quickly are thought to be more intelligent than those who move slowly.
- 6) Make time the essence of everything you do.
- 7) Set clear goals for yourself; all motivation requires “motive.”
- 8) Use your goals as motivators to take action quickly.
- 9) Program your mind to overcome procrastination by continually visualizing your tasks as completed.
- 10) Use the power of positive affirmations to program a sense of urgency into your subconscious mind.



- 11) Continually repeat the affirmation, "Do it now! Do it now! Do it now!"
- 12) Set deadlines for yourself on all important tasks, and tell other people that you will have the job done by a specific time.
- 13) Refuse to rationalize; rationalizing is explaining away and making excuses for unproductive behavior.
- 14) Create a reward system for yourself for the completion of each task.
- 15) Develop good habits and make them your masters.
- 16) Overcome call resistance about giving yourself a reward for every call or for every group of calls that you make.
- 17) Accept 100% responsibility for the completion of a task on schedule.
- 18) Use every method and technique possible to get organized and motivated to start and complete the job.
- 19) Create a detailed plan of action with each step organized in order of priority.
- 20) Clean up your workspace.
- 21) Separate the urgent from the important.
- 22) Start with your most important task.
- 23) You always tend to procrastinate on large, important tasks with considerable future value.

- 24) Practice creative procrastination by putting off things that contribute little to your life.
- 25) There are a variety of techniques that you can use to overcome procrastination.
- 26) Think on paper. Prepare thoroughly. List every step of the job in advance. Gather all your materials and work tools that you will need before you begin.
- 27) Do one small thing to get started.
- 28) Salami slice the task and do one small part of the job before you begin.
- 29) Practice the Swiss cheese technique by doing a five minute part of the job.
- 30) Start from the outside and complete the small tasks first.
- 31) Start from the inside and do the larger tasks first.
- 32) Do the task that causes you the most fear or anxiety.
- 33) Start your day with the most unpleasant task first.
- 34) Think about the negative consequences of not doing the job or completing the task.
- 35) Think about how you will benefit doing the job and completing the task.

- 36) Set aside 15 minutes during the day when you will work on your project.
- 37) Resist the tendency toward perfectionism.
- 38) Pick one area where procrastination is hurting you and then concentrate single-mindedly on that one task until it is complete.
- 39) Develop a compulsion to closure. Once you have launched and begun to work on your task, refuse to stop until it is completed.
- 40) Maintain a fast tempo. Resolve to work at a brisk pace. Move quickly. Write fast. Get on with the job.
- 41) It takes courage and discipline to break the habit of procrastination but it will pay off for the rest of your life.

**Action Exercise:**

Select one major task or area where procrastination is holding you back. Resolve to learn all these methods and techniques by starting and finishing one project.

*Notes for review, reinforcement and continuous learning*

## LESSON TEN

### Keeping Up and Getting Ahead

- 1) Successful people today are simply those who know more than their competitors.
- 2) To earn more, you must learn more.
- 3) You must be continually absorbing new information if you want to achieve excellent performance in your field.
- 4) One new idea or piece of information can change the direction of your life.
- 5) Every change in your life comes about when your mind collides with a new idea.
- 6) The more ideas and information that you take in and expose yourself to, the more likely it is that you will come across exactly the idea or insight that you need.
- 7) Learn how to make the most of your time.
- 8) Read at least one hour per day in your chosen field.
- 9) Reading is to the mind as exercising is to the body.

- 10) Read the business and trade publications that contain articles and stories relevant to your field.
- 11) A person who does not read is not better than a person who cannot read.
- 12) Invest 3% of your income back into yourself, into upgrading your knowledge and skills.
- 13) A guaranteed formula for becoming rich is to invest as much in your mind as you do in your car, each month and each year.
- 14) Your mind is an appreciating asset that can be made more valuable with each new piece of information.
- 15) Practice the rip and read technique as you go through publications.
- 16) Carry a folder with articles to read during “transition time.”
- 17) You will only remember something if it is immediately relevant and applicable to your current situation.
- 18) Take advantage of every gift of time that you receive.
- 19) If you read a book a month, you will soon be one of the best read people in the world.
- 20) Read the books written by experts in your field.
- 21) Build your own library by buying books and taking them home, or ordering them from [www.amazon.com](http://www.amazon.com) or downloading them to your iPad or Kindle.

- 22) Join the book clubs in your field.
- 23) Subscribe to SoundView executive book summaries.
- 24) Open accounts with Barnes and Noble.com and Amazon.com
- 25) Take a speed reading course.
- 26) The more you learn, the more you can learn.
- 27) Cancel useless subscriptions.
- 28) Clear up your stacks; throw out everything that is more than six months old.
- 29) Listen to audio programs in your car.
- 30) Attend automobile university full time when you are driving.
- 31) The average 6 - 8 hour audio program contains the best ideas of thirty to fifty books.
- 32) Attend seminars and courses regularly, given by people with practical experience.
- 33) Join the professional associations in your field and attend every meeting and convention.
- 34) Get involved and offer to help on a key committee.
- 35) Network with the top people in your business.
- 36) Trigger the Law of Reciprocity.

- 37) Take a course in public speaking.
- 38) The way to overcome your fear of public speaking is by learning how to prepare and deliver a talk.
- 39) Invest the golden hour, the first hour of the day, in yourself.
- 40) There are no limits on what you can become except the limits that you place on yourself.

**Action Exercise:**

Resolve today to dedicate yourself to lifelong learning; decide to pay any price, invest any amount of time required, to be the best at what you do.

*Notes for review, reinforcement and continuous learning*

## **LESSON ELEVEN**

### **– Part One –**

#### **Saving Time in Dealing with Others**

- 1) Your interactions with others consume as much time as any other part of your day.
- 2) Some of the biggest time wasters in life are other people.
- 3) Most of your problems in life talk back.
- 4) The most important motivator in the world of work is “knowing what’s expected.”
- 5) Poor delegation leads to mistakes and frustration for everybody.
- 6) One of the rules for success at work is to “assume the best intentions of everyone.”
- 7) Unclear lines of authority and responsibility lead to time wastage.
- 8) Does each person who reports to you know exactly what they are supposed to do and in what priority?
- 9) Each manager is responsible for making absolutely sure that each employee knows exactly what he is supposed to be doing.
- 10) A major time waster in business is poor or incomplete information.



- 11) Make sure that every meeting has a beginning, middle, and end and a good reason.
- 12) The best companies are those where each person feels that he was “in the know.”
- 13) People need to know everything that is happening in the company that affects their particular jobs.
- 14) Take time to communicate clearly.
- 15) Never assume the other person understands what you have said until she has fed it back to you.
- 16) In interacting with others, seek first to understand, then to be understood.
- 17) The Law of Comparative Advantage says that you should assign, delegate, outsource or have someone else do any job that can be done at a wage less than you earn.
- 18) Focus single-mindedly on working at or above your desired hourly rate.
- 19) Your hourly contribution to your company determines your future.
- 20) You can only be paid what you contribute.
- 21) Focus on your hourly rate, and on continually increasing the value of your work on an hourly basis.
- 22) If you are not getting better, you’re getting worse.

- 23) Delegation is the key to leverage.
- 24) Who can do this job instead of you?
- 25) Who can do the job better than you?
- 26) Who can do this job at a lower cost than you?
- 27) Can this actually be eliminated all together?
- 28) There are six steps to effective delegation:
- 29) Match the person to the job.
- 30) Agree on what is to be done.
- 31) Explain how the job should be done.
- 32) Have your employee feed back to you what you have said.
- 33) Set a deadline and a schedule for completion of the task.
- 34) Manage by exception; only intervene when things go wrong.
- 35) There are seven ways to get more done each day.
- 36) Work harder than you are working today.
- 37) You can work faster than you do today.
- 38) Batch your tasks into a series of several jobs together.
- 39) You can do more important things; you can work on higher value tasks.

- 40) Do things at which you excel so you can get them done with less effort.
- 41) Take the time to make fewer mistakes; do it right the first time.
- 42) Simplify the work by reducing the number of steps necessary to complete the task.
- 43) Life is the study of attention.
- 44) Ask your boss to tell you why he feels you are on the payroll, and focus on doing what he says.
- 45) Focus on your boss's top priorities.
- 46) Command decisions are those that have to be made by the boss or the person in charge.
- 47) Consultative decisions are made where you take advice and then make the decision yourself.
- 48) Consensus decisions are democratic decisions based on popular vote.
- 49) Clarify the type of decision that is being made.
- 50) Become problem-oriented; focus on the solution.
- 51) Whatever your job title, your real job is "problem solver."
- 52) Leadership is the ability to solve problems.
- 53) Success is the ability to solve problems.

- 54) The more you think and talk in terms of solutions, the better a problem solver you become.
- 55) There are seven steps to effective problem solving.
- 56) Define the problem clearly; “What exactly is the problem?”
- 57) What else is the problem?
- 58) Identify all the possible causes.
- 59) What else is a possible cause?
- 60) Identify all the possible solutions.
- 61) What else could be a solution?
- 62) Make a decision; select a solution that looks and feels to be the very best available and then implement it.
- 63) Establish a fall back solution; develop an alternative solution in case the first one doesn’t work out.
- 64) Before you implement the solution ask, “What is the worst possible outcome of this course of action?”
- 65) Assign specific responsibility for carrying out the decision or the solution.
- 66) Always focus on contribution rather than on personalities.
- 67) If you are not task-focused, you automatically become people-focused.

- 68) Participative management is a great time saver in working with people.
- 69) Avoid reverse delegation, when your employee delegates the task back to you.
- 70) The person who has the responsibility for the next step in the job is the one who is responsible.
- 71) There's a natural tendency to want to go from managing back to operating.
- 72) The definition of a good manager is, "a person who gets things done through others."
- 73) Take the time to train and to teach your subordinates how to do their jobs.
- 74) The major problem and time waster in communication, and in working with others, is fuzzy understanding.

**Action Exercise:**

Be crystal-clear in explaining to others exactly what is to be done, and to what standard of performance, and by what date.

*Notes for review, reinforcement and continuous learning*

**LESSON ELEVEN**  
**– Part Two –**  
**The Philosophy of Time Management**

- 1) To be fully rounded as a person, you need a philosophy of time management.
- 2) Long time perspective is the reason for upper social and economic mobility in America.
- 3) Plan your life in terms of five, ten and even twenty years into the future.
- 4) This attitude of taking the long view seems to be common among most high achievers.
- 5) When you set long-term goals for yourself, you automatically move into the top 10% mentally.
- 6) Long time perspective determines social class.
- 7) Plan your life for the long term.
- 8) The long view sharpens the short view.
- 9) Continually analyze the future impact of present decisions.

- 10) Something that is important is something with a high potential future impact on your career.
- 11) Families and individuals with long time perspective will carefully save, invest and accumulate an estate that will enable them to retire in comfort.
- 12) Because of a lack of time perspective, as many as 95% of people working today will end up either broke, dependent on pensions, or still working when they reach the age of 65.
- 13) Long time perspective develops character in the person who does it.
- 14) Character comes from thinking continually of living with each of your decisions for the long term.
- 15) If you save and invest 10% of your income from the age of 21 until age 65 you will become a millionaire.
- 16) Think short term as well as long term; measure your time in minutes rather than in hours or days.
- 17) Highly paid people are very careful and jealous of their time usage.
- 18) Successful people think in terms of 10 and 15 minutes blocks of time.
- 19) Time is your most highly valuable resource.
- 20) Whenever possible, you should trade money for time; the money is replaceable, but the time is not.
- 21) Only do work that pays you your desired hourly rate.

- 22) Keep track of how efficiently you use your time.
- 23) Look upon every request for your time as taking away from the amount of time you have left on earth.
- 24) Working at the wrong job, or staying in the wrong marriage is a bigger time waster than everything else put together.
- 25) Do the work you love; the money will follow.
- 26) What work would you choose to do if you were financially independent today?
- 27) Your responsibility is to select the kind of work that you enjoy and are best suited to do.
- 28) What has happened in the past is “sunk cost” and is not retrievable.
- 29) Remove the words “if only” from your vocabulary.
- 30) A major time waster is an investment in your ego.
- 31) Be prepared to cut your losses if you have made a bad investment of time in the past.
- 32) Don’t think in terms of what has happened in the past; think in terms of how long you have left to live.
- 33) Whatever your age today, you are physically at least ten years younger.
- 34) The real retirement age for most people today is closer to 75 than to 65.



- 35) What would you really like to do with your life in the years ahead?
- 36) Many people go back to university in their 40s and 50s.
- 37) Perhaps the greatest time waster of all in life is getting into and staying in the wrong relationship.
- 38) Is there any relationship in your life, personal or business that you would not get into again today if you had to do it over?
- 39) The basic rule in human relationships is that “people don’t change.”
- 40) Your main goal in life should be to achieve your own happiness.
- 41) Be sure to please at least yourself in all things.
- 42) The fully functioning person is not unduly influenced by the opinions of others.
- 43) Never decide to do, or not do, something because of your fear of what other people may think.
- 44) If you knew how little other people think about you, you would probably be insulted.
- 45) Say “No” to requests for your time that don’t move you toward your own goals and personal aspirations.
- 46) You are your most valuable asset.
- 47) See yourself as a role model to others.
- 48) Keep your life in balance.

- 49) How would you spend your time? How would you live your life if you only had six months to live?
- 50) Be sure that your goals and your day-to-day activities are congruent with your values.
- 51) Imagine your ideal lifestyle, and continually strive to create it in your world.
- 52) There are only four ways that you can change your life: you can do more of some things or less of others. You can start doing something or stop doing other things all together.
- 54) What should you be doing more of or less of to improve the quality of your life?
- 55) When you work, work all the time you work.
- 56) When you are with your family, dedicate yourself 100% to them.
- 57) The quality of a relationship is largely determined by the amount of time you invest in that relationship.
- 58) Peace of mind is the greatest human good, and the goal of all human activity.
- 59) Work requires quality time and relationships require quantity time.
- 60) Keep your life in balance by investing time in physical fitness.
- 61) Resolve to go to bed early and get a good night's sleep each night.

- 62) When and what you eat can have a dramatic effect on the quality of your life.
- 63) Make good time management a part of your family life.
- 64) Sometimes, the most important thing you can do is nothing.
- 65) Take at least one or two days off from work each week and just relax.
- 66) You cannot manage time; you can only manage yourself.
- 67) Time management is a lifestyle that must be practiced every hour, every day, all the days of your life.

**Action Exercise:**

Think long term; project forward five and ten years and design your perfect life in every respect. What does it look like? How would your ideal future life be different from your life today?

*Notes for review, reinforcement and continuous learning*

## **LESSON TWELVE**

### **Simplify Your Life**

- 1) Everyone today has too much to do and too little time.
- 2) You feel overwhelmed with your duties, tasks and responsibilities.
- 3) The challenge is for you to simplify your life so you spend more time doing things that are important to you.
- 4) The starting point of simplifying your life is for you to decide exactly what it is that is most important to you.
- 5) What do you care about more than anything else?
- 6) What do you really want to do with your life?
- 7) Set peace of mind as your highest goal and then organize your life around it.
- 8) Happy successful people have clear written goals that they work on every day.
- 9) What one goal, if you achieved it in the next 24 hours, would have the greatest positive impact on your life?
- 10) What one great goal would you set for yourself if you knew you could not fail?

- 11) Select your “Major Definite Purpose” and then work on that every single day.
- 12) The key to balance is for you to be sure that your activities on the outside are congruent with your values on the inside.
- 13) Imagine that you have \$20 million cash in the bank, tax-free and imagine also that you only have ten years left to live.
- 14) What changes would you make in your life under these conditions?
- 15) Imagine that you have no limitations on anything you want to be, have or do.
- 16) Practice zero-based thinking in your life: ask, “Knowing what I now know, is there anything that I am doing today that I would not start up again today if I had it to do over?”
- 17) Do not let your past dictate your future.
- 18) If there is anything in your life today that you would not get into again, the next question is, “How do you get out, and how fast?”
- 19) Be prepared to admit that you are wrong, that you made a mistake and that you changed your mind.
- 20) Re-organize your life so that you are doing more and more of the things that give you the greatest happiness.
- 21) Spend your time on the 20% of activities that contribute 80% of the value to your life.

- 22) The worst use of time is to do very well what need not be done at all.
- 23) Continually look for ways to simplify your life by reducing the number of steps in any process.
- 24) Eliminate all low value, no value activities.
- 25) Reinvent yourself regularly.
- 26) Imagine that your company, your job and your career disappeared overnight, what would you do differently?
- 27) You should be reinventing yourself regularly, at least once each year.
- 28) Reorganize your life by setting priorities on everything you do.
- 29) Focus more of your time on doing those few things that really make a difference in your life.
- 30) You cannot simplify your life by simply learning how to be more efficient.
- 31) You have to stop doing as many things as possible.
- 32) In order to begin something new, you must discontinue something old.
- 33) Plan your time in advance.
- 34) Every minute spent in planning saves ten minutes in execution.
- 35) Plan each month, each week, and each day in advance.

- 36) Delegate everything possible so you have more time to do what only you can do.
- 37) Delegate everything to anyone who can do a task at a lower hourly rate than you hope to make.
- 38) Spend more and more of your time on those few tasks that have the highest possible value.
- 39) Single-handle every job.
- 40) Once you begin a task, discipline yourself to stay at it until it is complete.
- 41) Reduce your paperwork by throwing everything away that you don't need.
- 42) Develop the habit of leaving things off.
- 43) Leave your radio off when you drive in your car, especially with your family and friends.
- 44) Leave the television off when you come home in the evening.
- 45) Put your relationships first.
- 46) Imagine that you only had six months left to live. What would you do, how would you spend your time?
- 47) What would you do, how would you change your life, if you won a million dollars cash in the lottery tomorrow?

- 48) Take excellent care of your physical health. You can simplify your life by eating less and eating better.
- 49) You can simplify your life by exercising regularly and getting thinner.
- 50) You can simplify your life by getting regular medical and dental checkups.
- 51) Practice solitude daily; take thirty – sixty minutes each day to sit in silence with yourself.
- 52) When you practice solitude on a regular basis, you'll feel a great sense of calm, quiet, creativity and relaxation.
- 53) Make it a habit to continually simplify your life by reducing the number of things you do in every area.

**Action Exercise:**

Decide upon one area of your life that you are going to discontinue completely so you will have more time for things that are more important to you.

***Good Luck!***