Set Goals									
Goal setting is th	e master skill								
	ion results then fo	llow							
why are you on the									
what are you get									
What product do									
What can you on	nly do?								
If you had only of	ne thing to do in a	day what would it be?							
Set 10 year 5 year	ar 3 year 1 year a	nd 6 month goals							
	wrong goal just a v								
Theres never a v	wrong goar just a v								
Priotitization:									
80 20									
work on the most	t important use of	your time: 20 percent of the work is for 80 prercent of	our results						
paratto everythin	a	organizing, everyday							
urgent versus im									
argoni rorodo ini		202							
	urgent	non							
important	1		2	effectivieness is	s importantancy wit	thout urgency			
non	3		4		what are the imp	oortant things I ha	ve to do that aren'	t urgent	
								_	
Values?	Goals?								
values !		iotont							
	clashing = incons	sisterit							
Unique strengths	6	I have an excess of energy for boring tasks			Ramming my he	ad	Not losing steam		
Area of Mastery	Very very good a	t one or two things: Mastery leads to productivity							
	, , , ,	Learn how to be good at critical things you do							
Lline \ /= ! · · · · ·	ition	Speed?							
High Value Activi		"Why am I on the payroll?"							
Order of Value of		Don't do little things at the expense of big things							
Α	MUST	20percent							
в	Should do								
c	Nice to do								
0	Nice to uo								
D	Delegate								
	Delegate Eliminate								
D	_								
D E	Eliminate								
D E	Eliminate	ny time right now?							
D E What is the most	Eliminate								
D E What is the most	Eliminate								
D E What is the most Do the rig	Eliminate t valuable use of n ght things	versus doing things right	ignore the conv	inient					
D E What is the most Do the rig First things first	Eliminate t valuable use of n ght things t and second thin	versus doing things right	ignore the conv	inient					
D E What is the most Do the rig	Eliminate t valuable use of n ght things t and second thin	versus doing things right	ignore the conv	inient					
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	When youre don	e put it away						
		put it away in order						
		Start it do it put it awa						
		handle it only once						
	т		M/bop in doubt to	an it out				
		Toss	When in doubt to	JSS IL OUL				
	R	Refer	Delegate					
	A	Action						
	F	File						
	Have everyhting	at hand						
	Tim managemen	it tools						
		Master list						
		Calandar						
		Daily list						
		Daily list						
	Work nonstop							
	Give yourself a r							
	Saves 4 minutes	for every 1 minute spent in planningn						
		400% to 500% ROI						
	Filing Syste							
	Prime time							
		Internal prime time						
		External prime time						
		External prime time						
	To de l'et							
	To do lists							
		make you 25percent more productive \						
	30percent rule							
		allow 30 percent more time given in a task						
	planning reduces	s stress						
	p							
	practice makes p	Derrect						
Produce								
	Rewards = result	ts						
		cause and effect						
			interdependency	,				
	most people only	/ work at 50% capacity						
	Neatness							
		start and end results are the same						
	F arrier	professional and effective						
	Focus	and clarity						
	concentration							
		100percent on one thing						
		stay on that task until its finished						
	task completion							
		source of energy and enthusiasm						
		mare positive optomistic etc						
	perserverence							
	,	self discipline in action						
	Comercial	critical factor in high preformance						
	Compulsion to cl							
		rewards						
		pavlovian conditioning						
	affirmation							
		back to work	the person who	gets back to work				
		mental affirmation						
				program into the	subconscious			
					push you back i	nto the job		
	Chunks of time					- -		
		unbroken sustained time						
			any proposal and	d report				
				a report o 90 minutes of tin	20			
		Ohan affarmada	minimum of 60 to	o oo minutes of th	ne -			
		Stay after work						
			one unbroken ho	our is equal to 3 ho	ours of work			
	body language	of high productivity\						
		very hard not to be productive						
		develop and maintain the pysiology of high preformance						
	single handedly							
	,	stay with it until its finished						
		more than 50 percent						
	Superior preform	nance will bring outstanding results						
	0	fish for whales						
	Concentration of							
		put all your resources together on a single point						
	concentrate on s							
		top 5						
		tel e						

		rather than our weaknesses we're all mountains and valleys						
		we re all mountains and valleys	significant oppto	tunities				
			how do we deplo					
				ength inappropriate	ely applied			
	Set deadlines							
		push you from behind						
		by promising others						
		make a plan						
		promsie it						
		have it on time						
		proplells you forward						
Effective product	management	intensely result oriented						
		g together a team of people to compleete a complex task						
	assemble a team							
	Multi-task jobs							
		parties						
		producing a newsletter						
		number of multitask jobs						
		Master over complex tasks						
	Planning and org	anizing skills are crucial to success						
		essential						
	Define the ideal	ability to plan and organize well						
	Define the ideal r	esuits what would the result achieve						
		what would use result achieve what would our customers say if we achieved the ideal re-	sult					
	define the goal a							
	set a deadline an	d determine the date						
		add a fudge factor						
	What is the addit	ional information you require						
		getting info						
	Determine your li							
		What is the limiting step						
	\ A //+	What takes the longest						
	What can we do	determi9nes how capable and confident you appear to of	thora					
	Sequential	determisties now capable and confident you appear to o	lileis					
	ocquentiai	several jobs						
		one and then two and then three						
	Parallel							
		Project management						
			Tasks	Jan	Feb	MArhc	April	
			Α			-		
			в			-		
			B C					
			в					
	Assaign and dele		B C					
		igate discussion and dialogue	B C D	ibly go wrong				
	CRUX	discussion and dialogue	B C	ibly go wrong				
	CRUX	discussion and dialogue Murpheys law	B C D	ibly go wrong				
	CRUX	discussion and dialogue Murpheys law Whatever can go wrong will	B C D	ibly go wrong				
	CRUX	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong	B C D What could poss					
	CRUX	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it v	B C D What could poss	ıgh				
	CRUX	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it v Before you do anything you have to do s	B C D What could poss	ıgh				
	CRUX	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have	B C D What could poss	ıgh				
	CRUX What are all the p	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it v Before you do anything you have to do s	B C D What could poss	ıgh				
	CRUX	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it v Before you do anything you have to do s problems you are likely to have Crisiss anticipation	B C D What could poss	ıgh se first				
	CRUX What are all the p	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it v Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header	B C D What could poss wont be enou omething els	ugh se first				
	CRUX What are all the p Story board	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead	B C D What could poss wont be enou omething els name of project parts	ıgh se first	parts			
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	CRUX What are all the p Story board	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead	B C D What could poss wont be enou omething els name of project parts tasks 1	ıgh e first parts 1 2	parts 1			
	CRUX What are all the p Story board	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead	B C D What could poss wont be enou omething els name of project parts tasks 1 2	ıgh e first parts 1 2	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it v Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t hing to go well	B C D What could poss wont be enou omething els name of project parts tasks 1 2	ıgh e first parts 1 2	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t t hing to go well much at once	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3	igh se first parts 1 2 333	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r Tracies Law	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t t hing to go well much at once difficulties of preforming any task increase I	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3	igh se first parts 1 2 333	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r Tracies Law	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t t hing to go well much at once difficulties of preforming any task increase I of complexitiy	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3	igh se first parts 1 2 333	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r Tracies Law	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t t hing to go well much at once difficulties of preforming any task increase I	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3 by the square	igh e first parts 1 2 333 of the task	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r Tracies Law	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t t hing to go well much at once difficulties of preforming any task increase I of complexitiy	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3 3 by the square 1	Igh e first parts 1 2 333 of the task 2	parts 1 33 3			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r Tracies Law	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t hing to go well nuch at once difficulties of preforming any task increase I of complexitiy three steps	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3 by the square	Igh e first parts 1 2 333 of the task 2	parts 1 2 33			
	CRUX What are all the p Story board PROBLEMS Expecting everyt Trying to do too r Tracies Law	discussion and dialogue Murpheys law Whatever can go wrong will The worst possible thing will go wrong No matter how much time and money it w Before you do anything you have to do s problems you are likely to have Crisiss anticipation Put a header subhead t t hing to go well much at once difficulties of preforming any task increase I of complexitiy	B C D What could poss wont be enou omething els name of project parts tasks 1 2 3 3 by the square 1	Igh e first parts 1 2 333 of the task 2	parts 1 33 3			

		tears away at minutes and hours, eating away at your ca	reer					
		Whenever you do onething you cannot do another						
		When you have a burning desire to do one thing and one	thing only, you w	III get away from	critical timewasters	3		
	Olavit	Olerity						
	Clarity	Clarity						
	Decision	-concentration most people are timewasters						
		socialize talk						
		recurring crisis						
		excess of meetings						
	Work all the time							
		e major timewaster						
		Have your calls held						
		have your calls screened						
		look upon the telephone as a business tool not a social to	ol					
		on and off fast						
		Agenda	keep notes					
		Batch your calls						
	Visitors							
		just say no						
		stand up						
		I'm under the gun right now						
		Do not disturb sign						
		walk the visitor to the door						
		"I know you're busy i'll let you get back to work						
	Meetings are es	sential to businesses'						
		an excess of meetings is a great waste of time						
		dont go						
		Work out the cost of the meeting						
		Purpose?						
		Agenda Start Stap time						
		Start Stop time						
		Assume a late comer is not comming						
		most important items go first leave asap						
		distribute minutes after the meeting						
	Firefighting	distribute minutes after the meeting						
	r in oligitutig	unexpected crissi occur						
		If the same crisis happens more than once its because n	o one has though	t of a wav to deal	with it			
			When					
			how	Get the facts				
			The slowler you	go through a cirs	is the more effectiv	e your solution w	vill be	
			Delegate					
			Decisiveness					
	Socializing							
	Indiscision							
		make the decision quickly						
	knowledge work	ers						
		results	produce results					
		takes a lot of time						
	10/1	can't rush						
	Whose time do							
	Derfection	ou wasie						
	Perfectionism							
	Perfectionism Television	25 percent of time is wasted						
	Television	25 percent of time is wasted cut down by half an hour an week						
	Television least amount of	25 percent of time is wasted cut down by half an hour an week television						
Procrastination	Television	25 percent of time is wasted cut down by half an hour an week television						
Procrastination	Television least amount of non goal oriente	25 percent of time is wasted cut down by half an hour an week television d activities						
Procrastination	Television least amount of non goal oriente Thief of life mon	25 percent of time is wasted cut down by half an hour an week television						
Procrastination	Television least amount of non goal oriente Thief of life mon	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement						
Procrastination	Television least amount of non goal oriente Thief of life mon	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement						
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement	s unsuccessfu					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elin Key to success take time to thin	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a k and plan	s unsuccessfu					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elin Key to success take time to thin Urgent versus in	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a c and plan nportant	is unsuccessfu					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elin Key to success take time to thin	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a k and plan uportant tination	is unsuccessfu					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elin Key to success take time to thin Urgent versus in	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a k and plan oportant tination Completion by deletion	s unsuccessfu					
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Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week lelevision d activities ey time sucess high achievement inate from your life cant imagine a person who gets stuff done immediately a cant plan aportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elin Key to success take time to thin Urgent versus in	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a cand plan aportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment n with it	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week lelevision d activities ey time sucess high achievement inate from your life cant imagine a person who gets stuff done immediately a cant plan aportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a c and plan oportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment n with it small things multiply	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a c and plan portant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment n with it small things multiply Salami slice tecnique	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week lelevision d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a cand plan nportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment n with it small things multiply Salami slice tecnique You don't eat the whole salami	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week television d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately at c and plan oportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment in with it small things multiply Salami slice tecnique You don't eat the whole salami	CHOOSE					
Procrastination	Television least amount of non goal oriente Thief of life mon Step by step elir Key to success take time to thin Urgent versus in Creative procras	25 percent of time is wasted cut down by half an hour an week lelevision d activities ey time sucess high achievement ninate from your life cant imagine a person who gets stuff done immediately a cand plan nportant tination Completion by deletion Procrastinate on the 80 percent that aren't important Doing those things that move you to the accomplishment n with it small things multiply Salami slice tecnique You don't eat the whole salami	CHOOSE					

			well begun	is half done)				
	Establish a	eward structure for yourself							
		strict							
	Develop a sense	of urgency							
		seperate the relevant from the irrelevent							
		get on with it							
		"Do it now"							
		"time poverty"							
	Fast tempo is es	sential to success							
		more energy							
	Dont stop								
		discipline yourself to stay at it							
		"back to work"							
	Start your job fro	m the outside							
		do something small							
		start on the core task							
	Start with the wo	rst possible thing							
	Fear								
		negative consequence of not doing this job							
	Desire								
		Visualize the job as complete							
	.	think of all the positive benefits of doing the job well							
		cular time for work							
	PICK one area with	nere procrastination is hurting you							
		hard work deteriorates motivation							
		going to defeat procrastination in that area							
		take your choice of terrain and diominate it							
		you'll hit an emotional divet it you tackle it all at once							
		in deatil and in writing is the best source to defeat procras	stinatio						
	remember the 20								
	Rationalization le	ads to excuses							
	set deadlines								
Staying on the Fa					knowledge	is the primary	driver, outsi	de of optima	zation
		a significant contribution to your company							
	1st								
	2nd	great successes are made from incremental change							
		o stay on the fast track							
	Knowledge = Por								
		practical knowledge							
		increase the value of you and your organization							
		"know more"							
	Information doub	les every seven years =							
		2 million articles and a hundred thousand books							
	success will be p	orportional to your information							
		like your knowledge is in a bucket							
					info				
					info				
	Read one hour p				info				
		one book per week				drainin 11	ming chart 1		
		something educational				draining out beco	-		
		72 discretionary hours a week				you start to regre	:55		
	Stu lenard metho	10% of your time into reading							
	Su lenaro metho								
		reads voraciousl underline all the key points							
		go over all the key points							
	key magazines	ao area an the key pointes							
	ney magazines	that do not contribute to your major goal							
		anac ao not continouto to your major your							
	rip and read								
	rip and read	nileitis							
	rip and read	pileitis							
	rip and read	rip out what you want to read and then put into a file							
	rip and read	rip out what you want to read and then put into a file follow up on gifts of time							
		rip out what you want to read and then put into a file							
	rip and read	rip out what you want to read and then put into a file follow up on gifts of time transition time							
		rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago							
	Great Books	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay							
	Great Books	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well							
	Great Books speed read and r o	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview							
	Great Books speed read and r o p	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview	Durnose						
	Great Books speed read and r o p i	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview inview	purpose						
	Great Books speed read and r o p i r	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview inview review	purpose						
	Great Books speed read and i o p i i r audiotape learnin	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview inview review	purpose						
	Great Books speed read and i o p i r audiotape learnir seminars	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview inview review g	purpose						
	Great Books speed read and i o p i r audiotape learnir seminars book condensatii	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview inview review g	purpose						
	Great Books speed read and i o p i r audiotape learnir seminars	rip out what you want to read and then put into a file follow up on gifts of time transition time university of chicago 1 poem 1 short story and 1 essay ead well overview preview inview review 9 9	purpose						

		sit there take copius notes						
		workshops						
		may save you five solid years						
		attend annual meetings						
		attend them all						
	MBWA							
		timely relevant information						
		move around with other people						
delegating and co								
	communication is							
		our time is spent communicating						
		ions is the biggest timewaste						
	84% of success	s determined by communcation						
		one on one communcations						
		ability to communcate in meetings						
		written form						
		clarity clarity clarity						
			time					
			attention					
			patience					
		poor delegation						
		lack of focus						
			fuzzy-ness in cor	nmuncations				
		no priorities						
		expands your output from what you can do and what you						
		а	think					
		b	match					
		с	discuss					
		d	deadline		feedback	a stitch in time s		
		e			eadline is simply	a meaningless dis	cuss	
		f	inspect what you	expect				
		with your boss						
			why am i on the	payrol				
			list					
			which comes 1 2	3	match your prior	rities		
		decision making						
			define the proble	m clearly				
			what are all the c	auses of this prol	blem			
			what are all the p	ossible solutions				
			what is the best s	solutions				
			make a decision					
			assaign responsi	bilty				
			set a deadline					
		become solution oriented						
			focus on the futu	re over the past				
			become intensly	solution oriented				
			what do we do fr	om here				
		authority levels						
			confusion over a	uthority levels				
				command decisi	on			
				consultative deci	ision	ego problems		
				concensus decis	sion			
		delegate everything you possibly can						
			70% rule					
		networking						
			54% of manager	who get promote	ed are great netwo	orkers		
		task focus						
		managing versus operating						
			resist upward de	egation				
		teach your subordinates to do parts of your jobs						
		outsource						
Balancing Work a	and Family							
	your happiness is							
		r happiness comes from your relationships						
	How would you s	pend your time if you had 6 months to live						
		with whom						
		how and what						
		imagine that it was progressively shorter time frames						
	moderation in all	things						
		yes, but for a few glorious exceptions						
		you always experience being out of balance with stress						
	begin with your w	alues						
		what is really important						
		either you run your life or someone else will run you						
	describe your ide							
	describe your ide	al litestyle what ingredients will make you the most happy						

	set peace of min	d as your highest goal							
		refuse to compromise your peace of mind							
			what gives you th	he greatest peace	ofmind				
		a .							
		b		m your peace of r					
			how do you do m	nore of a and less	of b				
		Goals and activities on one hand and congruencies on th	e other						
		in what part of life do you feel under pressure							
	troat your time lik								
	treat your time lik								
	to do more of one	e thing you have to do less of another							
	love is the most i	mportant thing in the world							
		love is not peripheral it is central							
		treat your spouse with special care			kindness curous	and consideration			
		unversal maxim			what kind of fami	ly would my famil	y be if every one	was just like me	
	do just two things	3							
		work and family							
		Work all the time that you work							
			every minute you	i enent eocializina	is taken away fro	m your family			
		he there 4000/ of the time with your femily	every minute you	a spent socializing	is taken away no	in your laininy			
		be there 100% of the time with your family							
	cut back on all th	e things that cut into famioly time							
		cut back on outside activities							
	spend chunks of	time with your most loved ones							
	Quantity of time a		dont mix them up	5					
	qualitty of time at	work							
	Free to choose								
2 48									
Philosophy of tin	ne management								
	personal philoso	phy of time							
		personal philosophy of life							
		Denovelent world view							
		Benevolent world view							
		malevolent world view							
	long view								
		attitude							
		take a look at where they are and where they are in twen	ty years						
		sacrifice in the short term to achieve something in the lor	ig term						
	the ability to dela	y gratification							
		if you cannot save money then the seeds are not in you							
	character								
		is the ability to follow through on a resolution after the en	thusiasm has nas	sed					
		is the using to follow through on a resolution after the en	andoidoin nao pao	000					
		and discipling in a disc							
		self discipline in action							
	short view	self discipline in action							
	short view	self discipline in action measure out your time in minutes							
	short view	measure out your time in minutes							
	short view	measure out your time in minutes ten minute chunks							
		measure out your time in minutes ten minute chunks fasitiduous							
	know where your	measure out your time in minutes ten minute chunks fasitiduous time goes							
		measure out your time in minutes ten minute chunks fasitiduous time goes							
	know where your	measure out your time in minutes ten minute chunks fasitiduous time goes	24 hours						
	know where your	measure out your time in minutes ten minute chunks fasitiduous time goes no\	24 hours						
	know where your learn how to say	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay							
	know where your learn how to say	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish							
	know where your learn how to say time is money	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay							
	know where your learn how to say time is money Hourly rate	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid							
	know where your learn how to say time is money	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid							
	know where your learn how to say time is money Hourly rate	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid							
	know where your learn how to say time is money Hourly rate	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid antage higher some at lower rates	this goa						
	know where your learn how to say time is money Hourly rate Comparative adv	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid antage higher some at lower rates dont do five dollar work if you want twenty five hour work	this goa						
	know where your learn how to say time is money Hourly rate Comparative adv	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid antage higher some at lower rates dont do five dollar work if you want twenty five hour work ti s a life long commitement	this goa						
	know where your learn how to say time is money Hourly rate Comparative adv	measure out your time in minutes ten minute chunks fasitiduous time goes no\ delay how much of my time am i willing to spend to accomplish non-anti fluid antage higher some at lower rates dont do five dollar work if you want twenty five hour work	this goa						
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