

Set Goals

Goal setting is the master skill
with clarity of vision results then follow
why are you on the bank roll?
what are you getting paid to do?
What product do you put out?
What can you only do?
If you had only one thing to do in a day what would it be?
Set 10 year 5 year 3 year 1 year and 6 month goals
Theres never a wrong goal just a wrong timeframe

Prioritization:

80 20
work on the most important use of your time: 20 percent of the work is for 80 percent of your results
paratto everything organizing, everyday
urgent versus important

	urgent	non		
important	1		2	effectiveness is importantancy without urgency
non		3	4	what are the important things I have to do that aren't urgent

Values? Goals?
clashing = inconsistent

Unique strengths I have an excess of energy for boring tasks Ramming my head Not losing steam

Area of Mastery Very very good at one or two things: Mastery leads to productivity
Learn how to be good at critical things you do
Speed?

High Value Activities "Why am I on the payroll?"
Order of Value of Tasks Don't do little things at the expense of big things

- A MUST** 20percent
- B Should do**
- C Nice to do**
- D Delegate**
- E Eliminate**

What is the most valuable use of my time right now?

Do the right things versus doing things right ignore the convinient

First things first and second things not at all

Quality of Courage Put off doing things of low contribution

establishment of posteriorities What do I have to discard? NOT relevant to the future

Future over the past 80percent solving the problems of yesterday

Focus on oportunities
What do we do from hear is the hallmark of a great thinker

Time perspective: longest time perspective had the best lives
More likely they would move up socio-economically

Success is an attitude
Enough time to do the important things
Always enough time to do it over
if you had 6 months to live

THINK about your work before you begin

Upgrade/downgrade posteriorities
ONe month question

Neatness habit
Double yout productivity by having a level of neatness
One specific task when you goto work
Improves self image and increases your output

What kind of a person drives that car goes to your work etc.
Cluttered desk cluttered mind

Don't have as much of their mind to use

Recent study
Wouldn't hire a person with a messy work environment
Organizational aesthetic

	When you're done put it away								
	put it away in order								
	Start it do it put it away								
	handle it only once								
T	Toss			When in doubt toss it out					
R	Refer			Delegate					
A	Action								
F	File								
	Have everything at hand								
	Time management tools								
	Master list								
	Calendar								
	Daily list								
	Work nonstop								
	Give yourself a reward for a task								
	Saves 4 minutes for every 1 minute spent in planning								
	400% to 500% ROI								
	Filing System								
	Prime time								
	Internal prime time								
	External prime time								
	To do lists								
	make you 25 percent more productive \								
	30 percent rule								
	allow 30 percent more time given in a task								
	planning reduces stress								
	practice makes perfect								
Produce	Rewards = results								
	cause and effect								
				interdependency					
	most people only work at 50% capacity								
	Neatness								
	start and end results are the same								
	professional and effective								
	Focus								
	and clarity								
	concentration								
	100 percent on one thing								
	stay on that task until its finished								
	task completion								
	source of energy and enthusiasm								
	more positive optimistic etc								
	perseverance								
	self discipline in action								
	critical factor in high performance								
	Compulsion to close								
	rewards								
	pavlovian conditioning								
	affirmation								
	back to work			the person who gets back to work					
	mental affirmation								
				program into the subconscious					
				push you back into the job					
	Chunks of time								
	unbroken sustained time								
				any proposal and report					
				minimum of 60 to 90 minutes of time					
	Stay after work								
				one unbroken hour is equal to 3 hours of work					
	body language of high productivity								
	very hard not to be productive								
	develop and maintain the physiology of high performance								
	single handedly								
	stay with it until its finished								
	more than 50 percent								
	<i>Superior performance will bring outstanding results</i>								
	fish for whales								
	Concentration of Power								
	put all your resources together on a single point								
	concentrate on strength								
	top 5								

	rather than our weaknesses								
	we're all mountains and valleys								
				significant opportunities					
				how do we deploy people					
				weakness is strength inappropriately applied					
Set deadlines	push you from behind								
Motivate yourself by promising others	make a plan								
	promise it								
	have it on time								
	propels you forward								
	intensely result oriented								
Effective product management									
	the ability to bring together a team of people to complete a complex task								
	assemble a team								
Multi-task jobs									
	parties								
	producing a newsletter								
	number of multitask jobs								
	Master over complex tasks								
Planning and organizing skills are crucial to success									
	essential								
	ability to plan and organize well								
Define the ideal results									
	what would the result achieve								
	what would our customers say if we achieved the ideal result								
	define the goal and work back								
	set a deadline and determine the date								
	add a fudge factor								
What is the additional information you require									
	getting info								
Determine your limiting step									
	What is the limiting step								
	What takes the longest								
What can we do to alleviate that									
	determines how capable and confident you appear to others								
Sequential									
	several jobs								
	one and then two and then three								
Parallel									
	Project management								
		Tasks	Jan	Feb	March	April			
		A	----	--	-				
		B		----	-				
		C			----	--			
		D				-----			
Assign and delegate									
	discussion and dialogue								
CRUX									
	What could possibly go wrong								
	Murphy's law								
	Whatever can go wrong will								
	The worst possible thing will go wrong								
	No matter how much time and money it won't be enough								
	Before you do anything you have to do something else first								
What are all the problems you are likely to have									
	Crisis anticipation								
Story board									
	Put a header	name of project							
	subheader	parts	parts	parts					
	tasks	tasks							
			1	1	1				
			2	2	2				
			3		3				
PROBLEMS				333					
Expecting everything to go well									
Trying to do too much at once									
Tracy's Law	difficulties of performing any task increase by the square of the task of complexity								
	three steps								
			1	2	3	4			
			1	4	9	16			
	SIMPLIFY SIMPLIFY SIMPLIFY								
Eliminating Time Wasters									
	Before you do anything you have to do something else first								

	tears away at minutes and hours, eating away at your career								
	Whenever you do one thing you cannot do another								
	When you have a burning desire to do one thing and one thing only, you will get away from critical timewasters								
Clarity	Clarity								
Decision	-concentration								
	most people are timewasters								
	socialize talk								
	recurring crisis								
	excess of meetings								
	Work all the time that you work								
	Telephone is the major timewaster								
	Have your calls held								
	have your calls screened								
	look upon the telephone as a business tool not a social tool								
	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 essential to businesses'								
	an excess of meetings is a great waste of time								
	don't go								
	Work out the cost of the meeting								
	Purpose?								
	Agenda								
	Start Stop time								
	Assume a late comer is not coming								
	most important items go first								
	leave asap								
	distribute minutes after the meeting								
Firefighting									
	unexpected crisis occur								
	If the same crisis happens more than once its because no one has thought of a way to deal with it								
		When							
		how	Get the facts						
		The slower you go through a crisis the more effective your solution will be							
		Delegate							
		Decisiveness							
Socializing									
Indiscision									
	make the decision quickly								
knowledge workers									
	results	produce results							
	takes a lot of time								
	can't rush								
	Whose time do you waste								
Perfectionism									
Television	25 percent of time is wasted								
	cut down by half an hour an week								
	least amount of television								
	non goal oriented activities								
Procrastination									
	Thief of life money time success high achievement								
	Step by step eliminate from your life								
Key to success									
	can't imagine a person who gets stuff done immediately as unsuccessful								
	take time to think and plan								
	Urgent versus important								
	Creative procrastination								
	Completion by deletion								
	Procrastinate on the 80 percent that aren't important								
		CHOOSE							
	Doing those things that move you to the accomplishment of your goals								
Launch = get on with it									
	small things multiply								
	Salami slice technique								
	You don't eat the whole salami								
	///////								
	Swiss cheese technique								
	fi	five minute hole punch							

		sit there take copious 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 communicating								
		communication is key							
		75% percent of your time is spent communicating							
		poor communications is the biggest timewaste							
		84% of success is determined by communication							
		one on one communications							
		ability to communicate in meetings							
		written form							
		clarity clarity clarity							
			time						
			attention						
			patience						
		poor delegation							
		lack of focus							
			fuzzy-ness in communications						
		no priorities							
		expands your output from what you can do and what you can control							
	a	think							
	b	match							
	c	discuss							
	d	deadline	feedback	a stitch in time saves nine					
	e	set a time for rev a job without a deadline is simply a meaningless discuss							
	f	inspect what you expect							
		with your boss							
			why am i on the payroll						
			list						
			which comes 1 2 3	match your priorities					
	decision making								
		define the problem clearly							
		what are all the causes of this problem							
		what are all the possible solutions							
		what is the best solutions							
		make a decision							
		assign responsibility							
		set a deadline							
	become solution oriented								
		focus on the future over the past							
		become intensely solution oriented							
		what do we do from here							
	authority levels								
		confusion over authority levels							
			command decision						
			consultative decision	ego problems					
			consensus decision						
	delegate everything you possibly can								
		70% rule							
	networking								
		54% of managers who get promoted are great networkers							
	task focus								
	managing versus operating								
		resist upward delegation							
	teach your subordinates to do parts of your jobs								
	outsource								
	Balancing Work and Family								
		your happiness is first							
		Only 85% of your happiness comes from your relationships							
		How would you spend 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 values								
		what is really important							
		either you run your life or someone else will run you							
	describe your ideal lifestyle								
		what ingredients will make you the most happy							
		do gap analysis							

set peace of mind as your highest goal									
	refuse to compromise your peace of mind								
	a	what gives you the greatest peace of mind							
	b	what detracts from your peace of mind							
		how do you do more of a and less of b							
	Goals and activities on one hand and congruencies on the other								
	in what part of life do you feel under pressure								
	treat your time like money								
	to do more of one thing you have to do less of another								
	love is the most important thing in the world								
	love is not peripheral it is central								
	treat your spouse with special care	kindness curousy and consideration							
	unversal maxim	what kind of family would my family be if every one was just like me							
	do just two things								
	work and family								
	Work all the time that you work								
		every minute you spent socializing is taken away from your family							
	be there 100% of the time with your family								
	cut back on all the things that cut into famioly time								
	cut back on outside activities								
	spend chunks of time with your most loved ones								
	Quantity of time at home	dont mix them up							
	quality of time at work								
	Free to choose								
2 48									
Philosophy of time management									
	personal philosophy of time								
	personal philosophy of life								
	Benevolent world view								
	malevolent world view								
	long view								
	attitude								
	take a look at where they are and where they are in twenty years								
	sacrifice in the short term to achieve something in the long term								
	the ability to delay 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 enthusiasm has passed								
	self discipline in action								
	short view								
	measure out your time in minutes								
	ten minute chunks								
	fastiduous								
	know where your time goes								
	learn how to say no\								
	delay	24 hours							
	time is money								
	how much of my time am i willing to spend to accomplish this goa								
	non-anti fluid								
	Hourly rate								
	Comparative advantage								
	higher some at lower rates								
	dont do five dollar work if you want twenty five hour work								
	time management is a life long commitement								
	have to work on it continuously								
	lead by example								
	role models								
	imagine everyone managing just like you								
	balance								
	moderation								
		moderation in all things is the key to life							
	never met a business man on his death bed who wanted to spend more time in the office								
	relaxing is a wonderful use of time								
	exercise is a wonderful use of time								
	goals and values are congruant								
	have regular health exams								
	eat lightly								
	make a decsion to live to be 80								