

# How to Create an Extra Hour a Day



**What would you do with an extra hour a day?**

**Time Creation Coaching**

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# 7 Steps to Create an Extra Hour a Day

1. There is no such thing as time management!
2. Time is for spending – what do want to spend it on?
3. Crossing that GAP – that is the gap between knowing what to do and doing it
4. Two perspectives on time – what you do and what you think
5. Sources of energy – know what generates energy and how to refuel.
6. Don't mistake activity for achievement!
7. Ready aim fire – or should that be ready FIRE aim?



# Step 1 -- Not Time Management

## SELF Management!

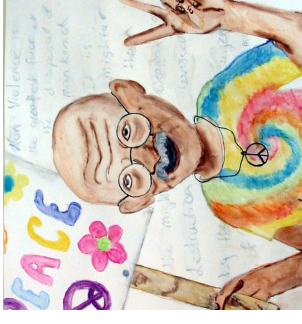


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# Step 1 -- Not Time Management

## SELF Management!



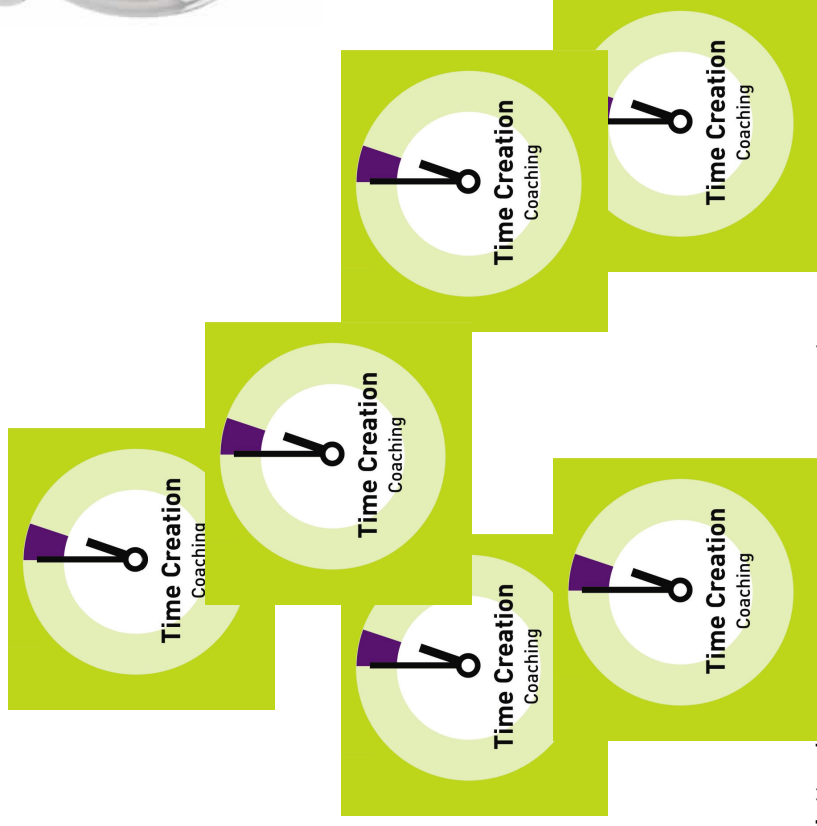
Exercise:

- Write down all the time management tips, ideas, strategies, tools, myths, you can think of.
- Write the best 3 of these from a Self Management mindset.



# Step 2 – Time is for Spending

## What do you REALLY WANT?



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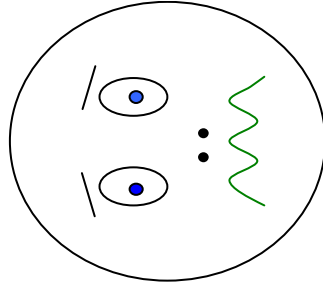
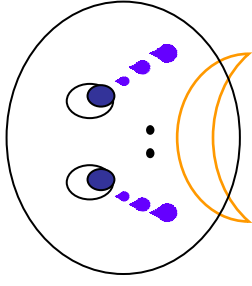
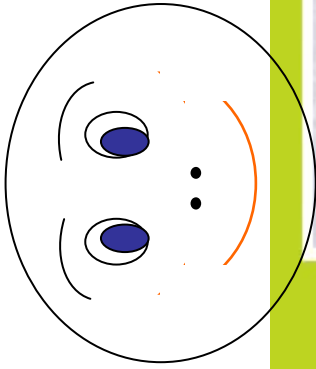
# SMARTI Goals

- S = Specific
- M = Measurable
- A = Achievable
- R = Rewarding
- T = Time framed
- I = Inspiring

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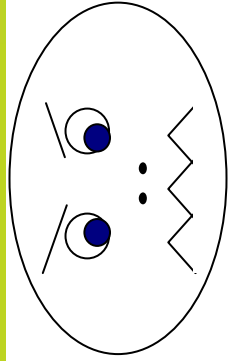








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# Step 2 – Time is for spending – what do want to spend it on?

## Exercise:

- “What do I want that I am not getting today?” Be totally honest with yourself. This process requires you to think deeply, At this point focus on what you want, not how you would get it.
- BE = what sort of person do you want to be (& be remembered for)?
- DO = what activities do you enjoy and want to do?
- HAVE = what things do you want to have?
- FEEL = how do you want to feel?





# How do define success ... ?

## SUCCESS:

**At age 4 success is . . . not piddling in your pants.**

**At age 12 success is . . . having friends.**

**At age 17 success is . . having a drivers licence.**

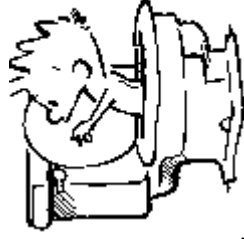
**At age 35 success is . . having money.**

**At age 50 success is . . . having money.**

**At age 70 success is . . . having a drivers licence.**

**At age 75 success is . . . having friends.**

**At age 80 success is . . . not piddling in your pants.**



<http://www.time->

[tral.net](http://www.time-tral.net)



## Step 3 -- Crossing the GAP!



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**Step 3 -- Crossing the GAP!**



**What's below the surface?**





## Step 3 -- Crossing that GAP – that is the gap between knowing what to do and doing it

### Exercise – The comfort zone:

- Write down the last 2 times you did something that took you outside your comfort zone. How did you know you were outside the comfort zone? Describe how you felt before during and after.

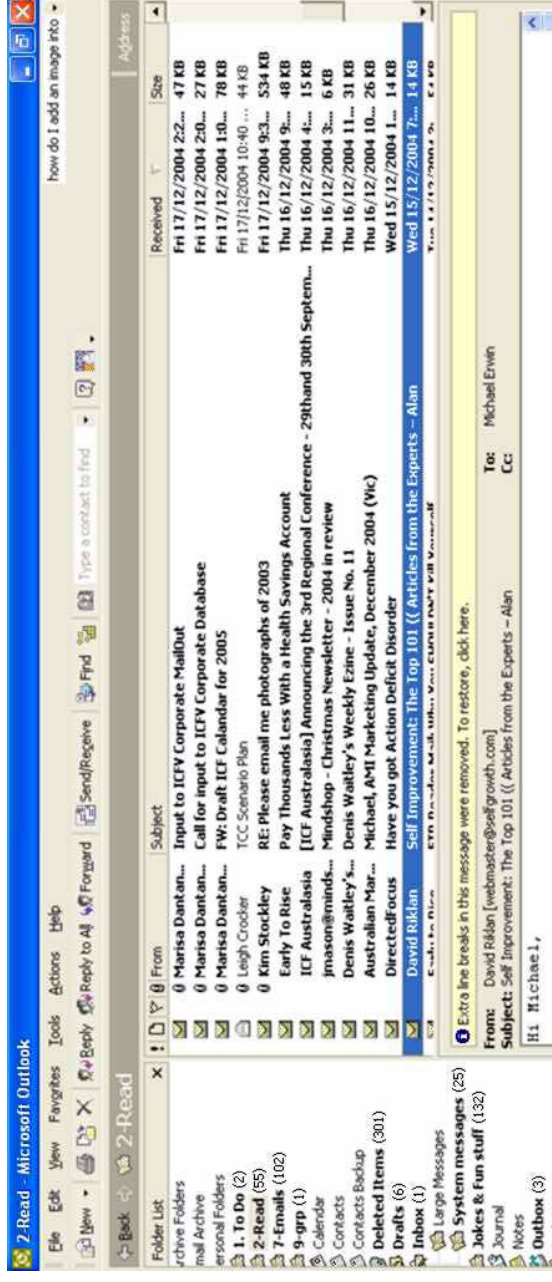
### -- Going below the Surface:

- Ask yourself “what is stopping me getting what I want?” Write the answer as if you were talking to someone.





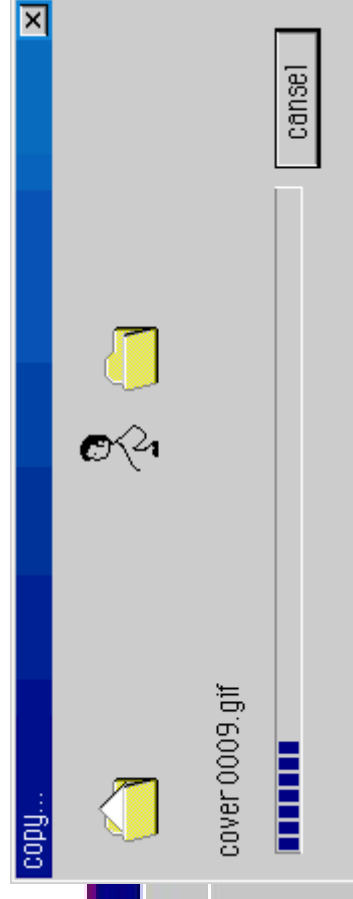
# Step 4 – What you DO!



and suddenly you have time



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# Step 4 – What you THINK!



# Step 4 -- Two perspectives on time -- what you do and what you think



Create an Ideal week

- List the Key Categories of Tasks for your role
  - List the Personal Categories you want to have in your week
  - Use the sheet provided to create blocks time to do the key activities for your role:
- Connected or Disconnected
- Think about and then write below 3 times when you thoughts were disconnected from where you actually were (like thinking of work when at home or thinking of the next meeting while still in this meeting)
  - Now write at least one time when your thoughts were totally focused on what you were doing – how did you feel?



## Step 5 -- What are your energy sources?







# Step 5 –Sources of energy!

Exercise – Identifying sources of energy

- Are you more of a morning person or an afternoon/evening person?
- List reason to support your selection
- List the activities that energise you (create energy, you feel enthusiastic, excited, eager to do)
- List the activities that drain energy from you (exhaust you, leave you brain dead, seem too hard)
- Consider; Sleep, Exercise, level of Health/Fitness, Foods, Water/Fluid, Time for yourself.



# Step 6 – Activity is NOT achievement



Is this effective?

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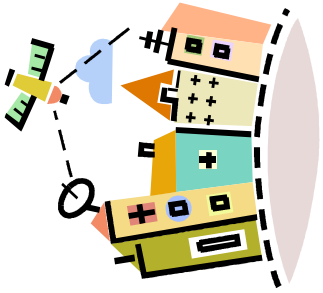




Are you in the right building?







## Step 6 – Don't mistake activity for achievement!

### Exercise – Activity OR Achievement

- List the things that took up most of your time last week.
- List the 3 most important business projects/outcomes and the 3 most important non-business outcomes for you right now.
- How well do they match-up? Make some notes on your thoughts.



## Step 7 -- Ready FIRE! Aim



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## Step 7 – Ready FIRE Aim

### Exercise:

- List some things that you have thought about changing, but have done very little about it.
- How do you view yourself in relation to the above?
- What do believe about it?
- What assumptions do you have?
- What possible opposing outcomes do you notice?
- How could you remove these conflicts?



# Outcomes from an EXTRA Hour

## Senior Sales Exec.

- Outside top 20%
- Working on days off
- Working extra hours

## • Objectives

- Top 10%
- Has days off

## • Outcomes

- No. 1
- Has days off
- Working about 8 hours less

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# Outcomes from an EXTRA Hour

## Director

- Stressed → ups & downs, long hours
- Unclear of personal goals
- Objectives
  - Get focused & take action
- Outcomes
  - 50% more effective
  - Clear on personal & business goals
  - Reduced stress
  - Record Sales



# 7 Steps to Create an Extra Hour a Day



- SELF MANAGEMENT – not time management

- KNOW what you want to spend you time doing/feeling



- Cross that GAP – that is the gap between knowing what to do and doing it consistently



- Know where your time goes & be CONNECTED to what you are doing

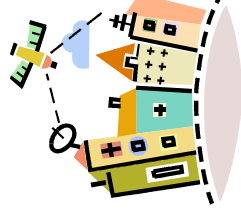


- Sources of energy – know what generates energy and how to refuel.



- Don't mistake activity for achievement!

- Ready aim fire – or should that be ready FIRE aim?





# What do you see?



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# 7 Steps to Create an Extra Hour a Day

What ACTION are you going to take?

## THANK YOU

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resources at

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