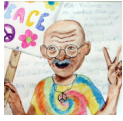


Time Creation Coaching Workshop

How to create an extra hour a day!



1. There is no such thing as time management – So think Self-Management

Our experience is that many people have been to Time Management courses, but most people do not use those systems. Has anyone you know (or have you) experienced this?

Our research has found that one of the key factors is how the individual chooses to look at time. There is no such thing as time management because time can't be managed. Time IS! The key is to take responsibility for managing yourself and what you do in any given block of time.

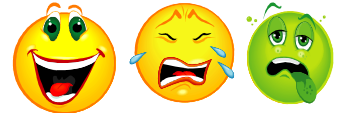
Exercise:

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.

Write down the last 3 times you truly accepted responsibility for something that DID achieve the desired result.

Write down the last 3 times you truly accepted responsibility for something that did not get the desired result



2. Time is for spending – what do you want to spend it on?

We can't save or hoard time. We can only ensure that we are spending time wisely. Even if we could save time – time itself is of no value. It is what we do in a given amount of time that matters.

Time is the most precious resource we have. We are given heaps of it FREE everyday 86,400 seconds a day. Maybe because it is given to us FREE we don't appreciate it.

Get clear about what you really want. What you want to DO, BE or HAVE. What you want to feel like.

Exercise:

"What do I want that I am not getting today?" Be totally honest with yourself. This process requires you to think deeply, which we will cover in more detail in the Step 3, Crossing the Gap (between what you know and what you consistently do!). At this point focus on what you want, not how you would get it.

Ultimately, what we are all seeking is to feel a certain way. How would you feel if got what you wrote above?

Fill in the table below:

BE	DO	HAVE	FEEL

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?

3. Crossing the GAP

The biggest hurdle you face is crossing the GAP between knowing what to do and actually doing it on a consistent basis. Most people, we believe, know what they need to do – they just don't do it consistently.



Explore your blocks. We look at two key areas. Going outside your comfort zone and going below the surface to find what is REALLY stopping you!

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.

Exercise – Going below the Surface:

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

Repeat this exercise in the next 7 days as follows:

Schedule at least one hour to go beneath the surface and make it non-negotiable; that is, you commit to doing this and nothing can make you change this appointment with yourself. Get out of the office. Take a pen and a pad. Take a minute to set aside all the things that are happening in your life. Ask yourself "what is stopping me getting what I want?" Write the answer as if you were talking to someone. Then ask what else? Ask again, what else? Ask, what thoughts are going through your head about these blocks? Then repeat the process and see what comes up from below the surface.

4. Two perspectives on time – What you DO and what you THINK



Behavioural – what you do?

At a behavioural level look at what you are actually doing and what distracts you. What you get done in a given amount of time is the behavioural level. Look at whether you use lists, write down goals, plan daily, weekly, allocate priorities and an amount of time to tasks. This includes your whole life – not just business.

Exercise – Create an Ideal week

List the Key Results to be Achieved in your role

List the Personal things you would like to do in your ideal week

Use the *ideal week* sheet provided to create blocks time to do the key activities for your role:

Cognitive – Are you mentally & emotionally connected to the task?

At a cognitive level notice what is happening with your thinking. This involves considering values, purpose, and your connection to the things you are doing!

Exercise – 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?

5. Sources of ENERGY

Energy is a key component of time creation. Become aware of how much energy is expended doing different activities. Find out what your sources of energy are and what drains energy from you.



Consider your activities, stress, food, exercise and sleep in terms of how they relate to your energy levels.

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)

Other potential sources of energy (and/or energy drains)

Consider; Sleep, Exercise, level of Health/Fitness, Foods, Water/Fluid, Time for yourself.

6. Activity does NOT equal achievement!

Here we explore the difference between activity and achievement.
Look at the impact that each task has in relation to your objective.
Activity is doing. Achievement is moving closer to your objective.



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.



7. Ready, Aim FIRE!

Yes, ready aim fire! Not ready, aim, aim, aim. ACTION is the key.
We all procrastinate at times, especially when it comes to making changes.
To create more time requires you to change.
The definition of insanity is doing the same thing and expecting a different result.

Exercise:

List some things that you have thought about changing, but have done very little or nothing 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 or conflicting outcomes do you notice?

How could you remove these conflicts?
