

GET CONTROL OF YOUR TIME AND YOUR LIFE

How To Achieve More Than
You Ever Thought Possible

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MAIN IDEA

Time is life.

It's irreversible and irreplaceable. To waste your time is to waste your life, but to master your time is to master your life and to move in the direction of whatever you desire the most.

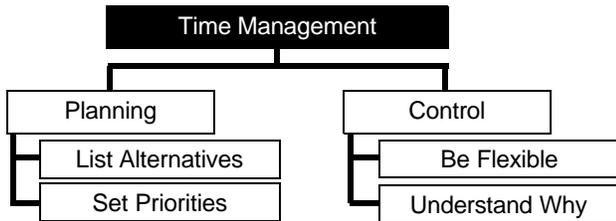
Start with a written lifetime goals statement and schedule activities that move you towards your goals, a little bit each day. Then, increasingly organize your life around your goals. Very soon, you'll be moving towards achieving your goals faster than ever you thought possible.

The biggest payoff of all in achieving control of your life and your time is greater freedom to do whatever you enjoy the most.

Section 1 -- Time Management Page 2

An effective time management system incorporates two key elements:

1. A viable way to plan the best use of your time.
2. A way to control how your time actually gets used.



Section 2 -- Goals Page 3

Everyone should prepare a lifetime goals statement that is constantly being changed and updated as priorities and tastes change and as new opportunities become available.

Section 3 -- Scheduling Your Time Page 5

Scheduling is the link between what you'd like to do and what you ultimately end up doing.

To improve your scheduling performance:

1. Understand where time demands originate.
2. Invest time in planning.
3. Find ways to work smarter, not harder.
4. Make use of "TO DO" lists.
5. Apply the 80-20 Rule.

Section 4 -- 13 Specific Time Techniques Page 7

To enhance your productivity, try these ideas and strategies:

1. Learn how to accommodate other people's needs.
2. Create quiet time for yourself.
3. Ask Lakein's Question frequently.
4. Use the Swiss cheese method.
5. Find some instant tasks.
6. Try changing your motivation.
7. Slow down rather than speed up.
8. Get around your fears.
9. Set yourself a deadline.
10. Stress the benefits, not the pain.
11. Get back on track if you procrastinate.
12. Just a few minutes more.
13. Do your best and be happy with that.

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