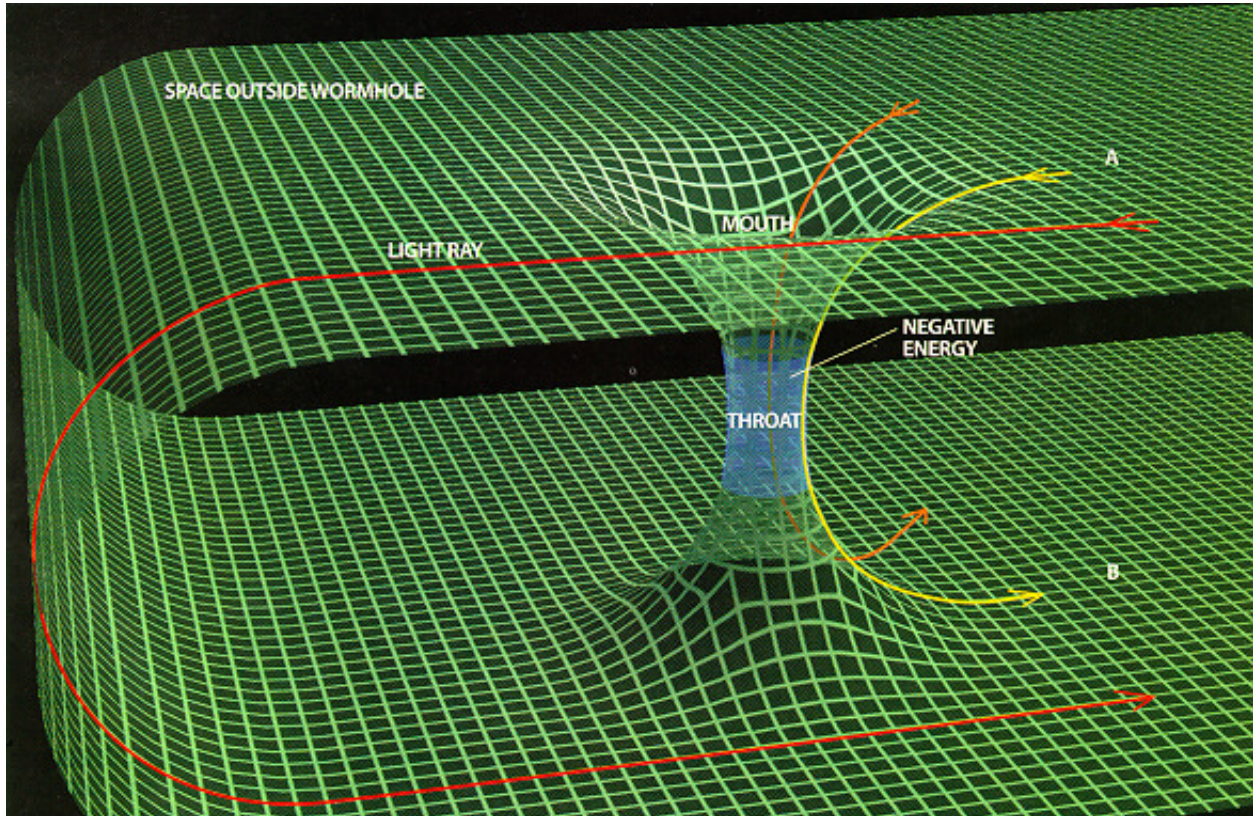


# TIME CONTROL



***TIME (is on your side-yes it is)***

***the e-book***

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## **Introduction**

*"Time is the substance from which I am made.*

*Time is a river which carries me along, but I am the river;*

*it is a tiger that devours me, but I am the tiger;*

*it is a fire that consumes me, but I am the fire."*

Jorge Luis Borges

**Or**

*"Do you value life? Then waste not time, for that is  
the stuff of which life is made."*

Benjamin Franklin

**Or**

*The value of anything that you obtain or accomplish can be determined by how much  
of your time, or your life, that you spent to acquire it.*

Great quotes.

Wonderful.

**Time doesn't exist of course.**

It's a word we created to give the illusion we can control change.

We love the idea of control.

We hate change.

**All life is change, all change is life.**

*(see <http://www.martingover.com/taking-risks/changes-part-1/>)*

We cannot truly control or alter or affect change. And time is something we made up.

Digital clocks, quartz watches, atomic clocks don't measure 'time' they are just devices that exhibit change.

Clocks are navigational devices that we morphed into devices that somehow allow us to control time.

However no matter how you 'change' a clock or a watch - you can make a clock slower or faster, put it ahead or back – it doesn't affect the sunrise, or the galaxy speed, or death (or taxes). It's just a game.

Change is a constant. Whatever you do – change happens.

After all - they say we change our complete cell structure every seven years, and though no-one has proved that exact time frame, it has been shown our cells renew at varying rates throughout our body so at least every 12 years we are (bodily) completely renewed. Completely different. Completely changed.

*(though strangely the built in message about who you 'think you are' stays the same.)*

And how we hate change

And how we cling to the hope of control

Thus the invented term 'time control'.

So there you go.

It's a myth.

**BUT-**

**WE CAN ABSOLUTELY CONTROL OR LEARN TO CONTROL ONE THING,  
ONE VERY IMPORTANT THING, A GAME CHANGER –**

**Our actions:**

**Our response:**

**To events...**

**to change...**

**to outcomes...**

**to effort...**

And that means we can set and achieve goals. Our goals. Invented goals. Huge goals. Fantastic goals. Any goals, that we can set, that can be imagined, in this material world...

So we can work on and achieve our success, our multitude of successes.

As long as: -

**we are prepared to act and focus until the goal is reached.**

And if the actions are no longer going to the goal, change then, reset, re-aim, refire. As long as we stay focus and aligned and don't **STOP** -, then all goals are possible, and no-one can fail to reach their goal.

(see: <http://bit.ly/4mTfyC>)

**Because it is not about luck, or talent or money or expertise or being faster or taller or shorter. It is always and only about focus and work. And setting the goal.**

So we can't 'manage' our time as we have no time to manage, but we can direct our focus as change happens around us, and in us.

And that is what is meant by time control. We control our actions so that they focus on a required, desired goal.

**Therefore, 'time management' is really always 'task management' or 'action management'. It's about creating directing and focusing on tasks that produce the intended result. The result is what we call – the goal.**

And this little ebook is an attempt to help you get your mind around what can and what can't be done and direct your energies in the best way possible to get goals accomplished.

So even if controlling time is a myth. It's not 'time' we want. It is the goal we desire.

Achievement is a peculiarly human journey. And what a journey it is. A true adventure.

**Ready?**

## **CHAPTER 1 (We need a goal)**

**Goals allow you to control the direction of change in your favor.**

[Brian Tracy](#)

*(And here I will completely ignore everything I wrote in the intro and pretend we can 'control' and 'manage' time. But we understand its shorthand for saying 'how to organize effort'.)*

**To apply effort towards a successful conclusion, we need a goal.**

Goals can be large or small, insignificant or world changers. The key is not how big it is. The key is to have one. Otherwise there is no direction to your efforts. Change goes on, the days go by, but you are doing nothing.

You need a goal, because to successfully complete anything you need FOCUS.

Multi-tasking is A.D.D. for adults. It means you refuse to focus.

As an example – in the morning, any morning, you can brush your teeth, fix your hair and get dressed. But not all at the same time!

Its not that you will do all the tasks badly – it's that you won't get them done at all.

No athlete multi tasks – it's all about focus. No Musician becomes Great by multitasking – it's by concentrated effort on one task.

You need, we need a goal to accomplish things – because we are, in our day to day lives so distracted.

Maybe you dont realize it, but when you have 'a talent' for something and do it well – its because you can focus on it, when you are doing it, to the exclusion of

anything else. When you enjoy something and do it well, it's because you are, at that time, focusing. *(Focus is the secret of success – sshh don't tell anyone in fact forget you ever heard this. Read on)*

You don't, of course, ever have to do anything, but life without direction is well...directionless. Would you agree?

The goals don't have to be about money or wealth or changing the world. Goals don't even have to be about being 'successful'.

The deal is to have a 'satisfying' journey on this adventure we call life - to have some happiness and joy - most people agree you need: - something to do, someone to love and something to hope for.

**Something to do, someone to love and something to hope for.**

Which means, in essence, have goals and a satisfying one to one relationship.

What goals? What are good goals? What are worthwhile goals? How big? How meaningful? How engaged should I be?

You should be fully engaged in the goals, emotionally - the goal should excite you, no matter how small or large, and most important the goal should produce value.

**Value means you add something positive to your life and others lives by your actions.**

Otherwise it's up to you. Your goals. Not anyone else's.

Goals can be the famous 'Five year goal'. Or a goal for your education, the books you want to read, the places you want to visit, the people you want to meet. Goals can be lifetime goals. What kind of life do you want to create?

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Goals can be about your next job, your next relationship. You can have goals about the partner you want to spend your life with. Goals can be about painting your kitchen.

Up to you.

I would suggest you start thinking about a large purposeful goal for your life – even if you never achieve it, or change it – because it gives you a direction, a target. And then sub goals.

Up to you.

**TO ARRIVE AT A GOAL, ANY GOAL IT'S GREAT TO ASK QUESTIONS.**

**AND THE WRITE THEM DOWN.**

**Here is a list (feel free to add).**

*If everything was available to you and required only effort that could not fail: -*

*Where do you want to be personally in 5 years?*

*How many friends, true friends would you like?*

*Where do you want to be in 5 years – financially?*

*What makes you happy right now?*

*What or who makes you laugh?*

*Where do you want to be living in 5 years?*

*What kind of house (houses) where in the world. How many places in the world?*

*What countries do you want to visit?*

*What countries do you want to live in?*

*What cars or vehicles would you like to have?*

*Do you want to fly your own plane (global warming allowing)?*

*How many charities do you want to be a major contributor to?*

*If you had enough Income, cash flow that money was no longer a concern – what would you do?*

*How much cash flow would you need to be financially independent and not have to work about money. (note its different for everyone)*

*What project would you like to do that requires you have vast capital?*

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*If you wanted a skill or a talent – what would you like to learn, be good at?*

*Would you like to make a movie, produce a play, write a book?*

*Would you like to be a great surfer, skier, swimmer, cyclist, hang glider, sky diver?*

*How many vacations a year should you have, or vacations a month?*

*What does Freedom mean to you? How would you achieve it?*

*Who do you really love?*

*Who loves you?*

***To have a fulfilled life all you need is something to do, something to hope for, and someone to love.***

The ONLY restriction, and the only characteristic your goal has to have is – value.

***Produce value for you or for someone else.***

Have a large goal, a lifetime goal, a small goal, a mini goal. A huge goal. Think about what you would like to do – and write down goals for that journey.

Write them down, and put a date on the result. When will you accomplish it. Do not be sacred to put a date. Put a date.

Commit to the goal, and then move towards it as if it was already done, you now only had to put in the work effort.

Failure is behind you

**WRITE IT. ALWAYS WRITE IT DOWN.**

**MENTALLY COMMIT YOURSELF.**

**COMMIT YOURSELF TO A DATE OF ACCOMPLISHMENT.**

If you follow through – it will happen and you will have that experience.

If not....

Orson Wells in a famous interview late I life said **if** he had thought through his options after Citizen Kane he could have had an immensely productive life. As it happened, he said – he didnt really think – he just blundered on .The consequence : – he spent 90% of the rest of his life hustling for a money and 10% being productive. A wasted life. He said.

**NOW WRITE IT OUT. ALWAYS WRITE IT DOWN.**

**WRITE DOWN THE COMPLETION DATE.**

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**P.S – WRITE IT DOWN. PUT A DATE ON IT.**

**P.P. S. – There is no such date as 'soon'**

**P.P.P.S. – there is no such time as 'getting ready to get ready''**

## **CHAPTER 2**

### **Refining the goal**

There are long term goals – goals that are lifetime works, such as I want to by the age of 65 ( or whatever) have lived.... a full and demanding life?

Or I want to learn and apply the healthiest living and wellness programs to my life that I can...

Or I want to create in my lifetime a legacy of....

Discover in yourself Great Goals. Create Great Ambitions.

#### **The enemy of achievement is always distraction**

Now, to work and keep working, to keep on track - those goals may require intermediate goals and steps and plans, otherwise they fade into a nebulous mess.

And it is so easy to get distracted in this life isn't it? In the Western Material Culture –

*hold on that's my phone...let me just get this email...God I'm hungry – I should exercise now, maybe now go for a walk...it's time for my meditation (or medication) or TV program or...*

*I'm sorry what were we talking about? – and who are you? I've forgotten...*

Oh yes...

**The best way to combat distractions and to have constant focus is to create short term goals (and rewards) that link to your overall life goal.**

*By the Way I am not saying, you are every waking minute of your day focused on your goals, (though that would work), they have to fit with everything else you do (see filling your Calendar).*

But when you are working on the goals -amongst all the rest of your life -you need focus.

And short term linking goals allow you to truly visualize a long term goal, which may be vague when you start off on the journey.

It's a **Peek to Peak** method. Climb the nearest peak to you so you can Peek at the next Peak, the next possibilities that open to you.

The world, wherever you are and in whatever state you are in, is limitless. But perhaps from where you stand right now it looks...limited. Perhaps hopeless.

That is not actual. That is not True.

Its just because from where you stand you cant yet see all the possibilities (possibly in one lifetime *never* see ALL the possibilities), but you start by starting. You move- in any direction you like that seems to provide value to you - and then from there...

The old adage you can't steer a parked car, you can't see form the valley etc.

Act and from that action possibilities appear.

And remember to create a goal that is achievable.

**ALWAYS BE HONEST AND START FROM WHERE YOU ARE RIGHT NOW.**

I know a great teacher of independent business methods who struggled to get his students to their goals. Everyone would make a plan, everyone would possibly make a start, but most soon gave up, and as his teaching program

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didn't cost anything, and had no compulsory attendance, it was easy to 'dodge' the work or find 'an excuse' – I'm so busy, my mother said, the dog ate, there's global warming and...

The problem was, we, (yes I was one ), we wanted to show off so much that we set work patterns for our goals that required extreme focus and determination, when in fact we were beginners and easily put off by failure.

We forgot: -

**All activity produces results. Start now.**

In our case it was building a targeted list of prospects for our venture. Now some of us had a name list to start with, some of us knew how to create lists, most of us didn't.

And this wasn't an internet business, so it was face to face meetings and phone calls and business cards etc.

So here's what he got us to do:

Our Action steps.

**Step 1** – get out of your house or office

***When we did step one – check that off – a success***

**Step 2** – say 'Hi' to one stranger a day – in the gas station, in the store, in a line–up anywhere. They don't have to say anything –you have to say 'Hi'

***When we did step 2 -check that off – success***

**Step 3** – When and if they say 'Hi' back – start a conversation. If they don't say 'Hi' back. Next

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Etc.

Simple stuff.

In fact he wouldn't give us step 2 till we reported back on step one (didn't want to scare us).

And guess what? – we all did those steps. AT different speeds, but every step was small and simple, and the next step was such a tiny step forward. But for every step we were rewarded and praises. And though it seemed dumb at the time, we moved forward and achieved tremendous things, incrementally.

**All activity produces results. Start now**

And set out the steps you can do. Maybe just two simple steps. Do them.

**Praise yourself, reward yourself.**

**Do it – reward yourself.**

Then create two more steps etc.

Don't try a leap when you cant even walk yet.

**You didn't learn to walk by walking, you learnt to walk by falling down.**

And gradually at first maybe one step, maybe half a step. And look at you now! Walking like a grown up!

That's how you achieve anything.

Refine the goal, work backwards to where you are now. And do that first step. And don't worry about anything else, don't focus on anything else. Just that step that is right in front of you.

Create incremental steps (goals) and do them.

**P.S - All activity produces results. Start now**

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## **CHAPTER 3**

### **What are you going to give up?**

What are you prepared to give up?

You have a goal you want.

It is going to require effort and time. You understand that, we all understand that.

But where are you going to get that time? You are so busy, we are all busy? No one has 'time' just lying around.

And usually whatever you want, as a goal, is what you have to give up now.

You want a 'balanced' life time for family, time for relaxation. Time for friends etc. To obtain that you have to get 'unbalanced' now.

You want money and ability to buy things

Usually that means you have to give up buying things now and use that money to promote and grow your business.

You want time.

You have to give up time.

**Be prepared to give up Now what you want down the road.**

Delayed gratification.

The more you give up, the bigger the reward (as long as you keep going)

But just a side note – don't, do not, get yourself so 'down' so behind in time and energy and money you can't get back. Common sense always required.

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When you offer someone a business or a proposal what are usually the first things out of their mouths?

O I don't have enough time; I couldn't afford to do that; I need to work at my job and I cant work just part time at something, I have to get ready to get ready: I cant do anything until I get my ducks in a row –

STOP! Please!

(ducks?)

But those are the things that come into our minds and we use those as excuses to stop. Or not start. (*not starting is we kinda want to but... Stopping is quitting. So same effect, one makes us feel better about quitting*)

**By the way – now you mention it -when is it a good time to quit? – Never.**

Let's look at the common 'excuses' that come to mind.

*Remember you set the goal as if everything costs nothing and nothing can fail.*

Reality is, of course, everything costs time and effort and money and anything can fail. But those are just details, really. Stuff happens so what. Success is accomplished despite 'stuff'. A goal is never hit because the universe decided, just for you, to pause in its rain of garbage on you and your loved ones. And suddenly you are given- ta da " Extra time"...and Extra money and Extra understanding friends and family and workers.

*Goals are accomplished despite things (sometimes because of things)happening.*

That's why successful accomplishments seem so elusive, so hard, to most people. Because if it isn't easy and obvious, people on average, don't do it. A job eventually is simple, the same thing over and over in the same place. A goal requires effort. The bigger the goal, the more effort. And it always seems effort against the current.

But Honest –

“I don't have enough time”

**We all have enough 'time':**

We have enough time to watch our favorite TV program, attend our Ball game, drink with our buddies, go out with our friends –and listen to this a lot of us somehow make time Every Day to go to a job we don't like. Every Day!

**Ok now that is crazy we take eight to ten hours a day, five days a week and throw it away. For what?**

Hopefully you have a job or career you love, because that's a lot of time out of your life.

So if we have time for stuff we don't like, we can make time for a goal we really want. But you have to carve that time out of your existing life. You don't get extra time for good intentions. You have to take it from something else

So the question is – how much do you want to accomplish the goal?

If its not that important, you wont find the time – so why set the goal?

Set goals that have high priority. Get those done first, then you will learn the habits of multitasking. That is having a life and creating wonderful things.

So what are you going to give up?

If the goal is important – will you give up something important to you, now. A sport, a leisure activity. It has to be something.

For instance I know a 29 year old who wanted to create a business that would make him financially independent. He reckoned it would tke him about 6to7 years, maybe more, if he 'fit' the work in between all the things he was doing. Or perhaps he would become tired and never get it done.

So he gave up spear fishing (he lived in Hawaii) the thing he 'lived for'. He was crazy about spear fishing. When he wasn't at his job, he was fishing.

He gave it up.

Within 26 months he was able to quit his job and spear fish whenever he wanted  
And he wanted.

But then I know of people who didn't get their 'goals' because their car was broken and needed repair, and the kids were sick and their partner...but I know they kept up with their TV programs and celeb magazine readings. And they went to their Soft ball games, and the bar and...

**But they never got their goal.**

"But honest I cant afford –"

Stop!

You can afford anything you reeeelly want.

Lets say a business is going to cost you \$350 to get started -

" I don't have 350."

*Sorry did I say business* – I meant this **35000 sq ft house** that you can resell for 3.5 million (after you pay me – no clever loans against the house- no title or declaration till I see the cash), or live in for the rest of your life and your kids life- and yes there is a small 3 hole golf course in the back...

Well you say – that's easy because I could borrow the money or something and then pay it back from the equity on...

Your justifying.

The value is high in your mind

That's how you achieve goals – make the goal have a high value. If it doesn't – why are you doing it?

(for more of this discussion see **Success** ebook)

Its not that you are awash in cash and are lying – you don't have the money in your account – but that doesn't mean it's not available.

All things are available when you mentally commit to a result.

“like magic?” you say.

Like magic – but actually it's a fact jack. If you mentally commit so that it's a done deal – what you need becomes available. Life is abundance not scarcity. You are taught scarcity. It's a myth.

(again see **Success** ebook for more and this valuable link <http://bit.ly/dYsBB>)

There's a million reason to justify not doing something. And I have a few you've never even thought of, if you need some.

Achievement is effort and focus. Not excuses

What is worth giving up for your goal?

## **CHAPTER 4**

### **Choosing to act. Anyway**

To achieve a goal you need a discipline. You need to BE disciplined. And some say – “Oh I’m not that type – I have no discipline. I’m random”.

Well... your disciplined enough to get up and go to work every day.

“But that’s just a habit and I have to” – you say

It’s a habit because you created a discipline. And **no you don’t Have to – you Choose to**. Because you want money – and having a job is one of the easier ways of doing it.

Now a job (unless you steal, from shareholders or the company’s coffers) doesn’t make you wealthy. For financial wealth and stability you need to create something of your own. And typically that is done, after work. Most rich people say 9 -5 is where you earn the money so that you can create wealth after 5pm.

We all have discipline, if we have to.

The key is to focus on the goal so that its accomplishment is something you want badly. Badly enough to give up something else. Badly enough to do the actions required when you ‘don’t really feel like it’.

Because lets be honest no matter what it is – if its a business related project, as opposed to a hobby - there’s going to be a time (lots of times) you don’t want to do the steps. When it doesn’t seem worth it.

Then you need to look at the end result. Imagine the end result. Having it done. And imagining, visualizing – what does it feel like now. Having accomplished the task?

After all you go to work on Mondays, when you don't want to. And if all you have is a job for income, you have to go to work EVERY MONDAY, because there is no ability for residual income.

Athletes and Artists don't become good, never mind excellent without years of daily practice , and most of the time they don't want to do the practice – but they choose to.

**(ref: - <http://bit.ly/3TobF>)**

Someone asked a world famous classical guitarist –“ O Mr Segovia I would give anything to play like you.”

And he answered – “you don't have to give anything Madam – you have to give Everything.”

Its not discipline.

**It's that you Choose to do the actions to get your goal.**

When your tired or bored or the steps are dull, or nothing seems to be happening you choose to continue – because that's where your goal is. In the going –on.

Right there, when nothing seems to be happening.

Your goal is right there.

## **CHAPTER 5**

### **Filling your Calendar**

To stay the course, to stay on track – WRITE IT DOWN. The goal, the steps, and especially - the dream that comes from the goal. Write them all down, and look at them everyday. Pin them to your fridge or on the dash of your car. So you see them every day.

Is it brainwashing?

Yes it is.

Creating an event in your mind that becomes so strong that is a done deal.

And that is what we want. It done. Over

**We don't want the work, we don't even want the goal we want what that gives us. The Result. The dream**

Get a Day Planner – small enough so you can carry it round with you - and put in the actions you need to do every week to obtain your goal.

And be realistic.

First fill in what **has** to be done in your life – job hours, family time, church or whatever.

Remember this is only what **has** be done. TV doesn't have to be watched, your hobbies don't have to be done . To create a new activity or new skill or new event in your life, you have to carve out the time from other things so you practice or train or whatever is required on a regular basis.

Work out the activities you need to do to accomplish your goal. And fill them in your calendar. Every week till the end of the calendar

Let's say you want to learn guitar or a language. Write in 'Mon Wed Fri practice time'. Write them in, fill out that time in your planner 'Mon Wed Fri 6 till 8 or whatever is needed.

If its business project you are doing after hours and it requires 10 hours a week. Carve out those hours and write them in your planner, every week till the end of your calendar.

And then keep that planner/calendar with you and **tick off every practice, every hour on the project** – tick it off – you've done it, its behind you, another step.

Congratulations. Give yourself a gold star if you want to. Why not? You deserve it.

Another idea is if you have a family use them to keep you on track. Tell your kids 'when I accomplish a month of practice or work habits' we can all go out for the evening – or they get a small present each. Make the reward a gift – and they will be on your case, day and night to keep you on track. Kids are slave drivers when it come to getting what they want. Use them.

Remember the work is not what you want – so it doesn't have to be enjoyable all the time – it's the result.

But you will find – the journey towards your goal is always an adventure.

Working for someone else's goal (**a job for example**) does not compare

***So all this begs the question – what do I need to do and what can go by the wayside. What is Vital to my goal, and what is not?***

## **Chapter 6**

### **Vital versus Urgent**

If you have a long term goal, a financial goal to achieve say Financial Independence in five years. Then anything that helps you move to that goal is a Vital Action, everything else is at this time, not vital. Of course life must go on, there are other things you have to attend to.

But from a filling a calendar with activity perspective. **Prioritize the Vital** – the things that make a difference long term, things that help you move to your goal.

The challenge is of course the **Urgent things** that fill our lives. Urgent things are activities that clamor for our attention – NOW. The cell phone ringing, the email that pops up, the ice cream that must be eaten before it melts, the neighbors barbecue you must go to right now, the... (well you get the idea)

Those activities that have immediate obvious return or reward – and make you feel like you are accomplishing things, when in fact you are , to coin a phrase, 'merely wasting time'

And energy

I'm too tired to finish my project now...

Universal energy may be infinite – ours is not. Focus on the vital with your energy

Think about this - All systems that survive function on Vital activities first and then worry about everything else.

When there is a challenge to your bodies' systems, injury, virus etc, the body shuts down everything it doesn't need to fight the attack, and then only when health is back does it relax its grip on the rest of its systems.

You sleep a lot when you are sick because the body shuts down all non essential activities, like- staying awake and blundering around using vital energy. The body needs that energy to fight.

That's how you achieve anything in your life. Athletes call it going into 'the zone' – focus on the vital only, all else is ignored.

A great athlete tends to be one who can summon tremendous powers of concentration to complete the race or the tennis match or the golf swing. Focus on the Vital, first.

Now you are not an athlete (lets say) this is not an Olympic event you set as goal (lets say) so you have to fit things around your priority work.

That's why you use a calendar and day planner. So when you are at the time where you are working on your goal. Only focus on the work at hand.

And don't even worry about the next step, or the next week, or the challenge coming up when...

Focus only on what has to be done NOW

Everything else may be urgent or important – *get to the dry cleaners, pick up milk, answer the phone, fix the dent on the car* – but none are vital.

Not that you don't do them. It's not an excuse to leave your spouse or partner with all the work suddenly (or is that always?) – learn to Prioritize. Make sure that the Vital tasks in your calendar and DONE. Then cope with the rest.

Now a good way to do that is make a list – see next chapter

**But first –**

***SUB HEADING******EMAIL***

Coping with the avalanche of email.

Spam shouldn't be so much an issue these days – as most ISPs catch the majority. If your doesn't switch to Yahoo or Gmail – they do.

But for instance:-

If you have a lot of email, especially if you 'try' a lot of free programs on the internet marketing side of things – where they ask for your email, and forever hence you are swamped not just by them but all their friends and all their friends...

If you have a lot of contacts that insist on sending joke of the day of a 3mg video you 'must see' every two hours...

Or you are 'connected' and busy and get 100, 200 emails a day...

And there's all those must-see videos your buddies told about on YouTube, then there's the Facebook messages....

Woa.

Remember not only does email take up hard drive space, they take up a tremendous amount of space in your head. (and again 'space' may or may not be infinite – but our attention span is limited)

Control your email.

You can't control 'time', you can't control your friends, and you certainly can't control those pesky email marketers (*and I can tell, you are thinking of becoming one of them aren't you*). But you can control where you focus your attention.

You can control how you 'see' your emails

The emails that you must see for your project and goal – make them go ideally to a separate email account. Set up one specially for the purpose. Yahoo and Gmail have virtually unlimited storage and you can have as many ‘accounts’ as you wish.

Set up one that pertains to your goal – use that email –only for that goal or project. Let me repeat - ONLY FOR THAT GOAL OR PROJECT

Go there first.

Focus, remember focus.

*And then go to the laughing baby – bud light – happy birthday videos- the newest madness from Frank Kern, Russell Peters etc – and the viral joke your friends sent you – again.*

Don't mix goal project emails with the day to day (and of course the day to day are more interesting and distracting and suddenly its four hours later, you've surfed the entire internet, caught up on Facebook, YouTube, Twitter and... and ...

Focus. Trick yourself to focus

You can use folders or Gmail's labels – and that's a good way to categorize things – but ideally for the length of your work project/goal – try not to mix the emails – we are a fickle people and get distracted easily. Separate the email accounts completely.

And a general rule for all email, try and answer what you can right away. Its like paper on your desk. The less times you handle it the better. What can be answered right now?

And remember the ‘delete’ key

*...And now back to our main program...*

## **CHAPTER 7**

### **LIST MAKING**

First thing on the list – make a list.

Then classify.

Sort things out in terms of priority. It may take a bit of figuring at first – but soon you get very good at allocating what to where.

**A)** things: - vital and must be done by the end of the day. They move your life forward, to the goal, to your relationship, to your family. They must be completed

**B)** things: - important but not vital. They should be done if there is time:

Cleaning the house, paying the bills, going to the gym. Cleaning the house or the car can be put off if it means you get an **A** thing done. **B** things can be put on tomorrow's **B** list. But nothing in the **B** list is sacrificed to **C** things

(another way to make sure you do the 'chores'. Schedule them on a vital list. And when they come up – do them. Right then, don't put them off and hope that someday

**C)** things: - everything else. Eating ice cream, having a nap, watching tv, goofing off, indulging in a hobby or sport that is not a goal, etc.

**Spend time prioritizing. That's where the work is.**

**Then your life is simple – do the A things and as much of the B things as possible. And your done. Have extra time or energy – relax. No guilt.**

**When there's a choice of activity – always do the most difficult first.**

**When you are unsure of which actions will be better – choose the most difficult**

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## **CHAPTER 8**

### **The Trick**

**95% of the organizing is creating ways to trick our mind to stay focused on the goal.**

*(Focus is the secret – it's okay we can say it now – the secret is out, and you've read most of the ebook now anyway)*

When we begin (hopefully) we are motivated – full of the goal or dream – a believer!

But as the hours and days and weeks goes by, and the repetition and work builds up....?

Most success books and time management writing are merely giving us ways to trick our brains into staying the course .

We get stuck, or tired or dispirited.

So we need to be re charged – and –“O yea I get it” – and off we go again. For a while.

This is really part of the 'success' principle ( see **Success** ebook). To keep recharged, to keep energized, have visuals of your goal. Pictures of the result your goal gets you. Have them everywhere. On your fridge, in your car, on your mirror in the bathroom, in the bedroom.

Write down what this work and effort will get for you, and read them every day.

I know a successful person who would make his own tapes/mp3s and play them back to himself during the day in the car.

His own voice telling him, what he will have.

When your energy and focus flag – remember the result. No one wants the work. You want the result.

**Be kind to yourself - create a work schedule that doable. Build in breaks.**

I know a young guy (*not the fishing guy -different young guy*) who created his own million dollar business in 3 years. He worked hard, but every two weeks he built in a day mini break. No work, no work related things. Phone on voicemail, no email. A break.

(he was single) so ice cream, a couch and movies. Complete slump day. But then he was ready to go again.

If you have a partner a family, schedule a family day, or perhaps not. A complete rest day by yourself. Whatever works. Create a space that recharges you.

Then go back to the schedule. If you feel lazy – read your goal, look at the date. Visualize the result.

If its not inspiring you – why are you doing it?

**Remember there is never a good time to quit on your goal or dream, especially when things aren't working.**

## **CHAPTER 9**

### **Start from where you are. Start with what you can do.**

*(See Chapter 2 )*

Not where you think you should be, or where you would like to be, or where you told your trainer you were on the application, or where your friends are, or how much time you should have, if it wasn't for that job and the baby and the family and ....

Start from where you actually, truly, honestly are.

Relax it will all work. But you can't get there from a fake start. But you cannot fail if you start true

#### **Start from where you are. Right now.**

Once you are honest about where you are - make a chart. Write down the goal/result at one end – and work backwards, back right to where you are now. That's called a plan

But it must start (to repeat) from where you actually are.

*See the worksheets example at the end of this ebook*

The goal is to play for example classical gas on the guitar in 1 month. Great.

Do you have a guitar?

No?

Well step one – get a guitar.

Remember chapter 2-?

Set a goal. Write it down - and work backwards from that goal to EXACTLY where you are now. And then do the thing you **can** do to get the ball rolling.

**All activity produces results. Start now.**

**As in Chapter 2 – simple steps: -**

Focus on step one and don't worry about the rest of the journey.

That's why you wrote out the plan. One step at a time...

So you go the second hand guitar store (on the journey to being an accomplished Classical Gas player) but then you freeze –

“I don't know anything about guitars.”

They'll laugh at me in there”

“ I can never play anything – I was useless at the piano when I was four years old, How can I –“

**Stop.**

**Day One.** Get the guitar. That's all there is in step one. The rest is you spinning your wheels.

**Day Two.** Fiddle with it, make noises, any noises

**Day Three.** Get your buddy to tune it (*let him laugh- he has no goal*)

Etc

**All activity produces results. Start now**

**Start from where you are. You didn't learn to walk by walking, but by falling down – over and over again.**

**Day Four:** Look the tabs – play at tab or two – does it sound right? Get someone to help you. Play over and over again.

Each day play something until it clicks in your head. How it works

**Ok Now you can start.** Write out a plan step by step, day by day – how many hours , how many sections for how many hours, stretch it out. Write it all down.

Now do it. Page by page, hour by hour.

If you are methodical with things that you would like to do , but normally you never seem to have 'time' to do or finish . You will complete them. Step by step.

Let's say there five books you've always wanted to read – let's say non-fiction – so not gripping page-turner, but you would love to have the information.

Read 10 pages a day. Maybe before you go to sleep. 10 pages every night.

At 10 pages a day you can read most books in a month. And it's a great reading habit to develop. If you set aside a few minutes – 10 – 20- (maybe only 5- but something) every night to read what you have always wanted to, but find too hard to digest in big chunks – you will in one year read at least ten books. In three years you could get through all the most important success, time management, positive attitude books ever written.

In ten years you could have read over 100 books of significance. What a wealth of knowledge you would have.

And sidebar – if you underline as you read, underline the things, he lines, the idea that grab you. Its amazing how much you retain. And then go back and look at that book in six months. It's amazing what you missed.

You will be amazed at how much has seemed to have changed in that book since you read it last. Because as your knowledge and wisdom increase so does the amount you are able to extract from such books.

## Recap

#Goal setting 1/8- Have a dream.

#Goal setting 2/8- Create a goal that gets you dream. Write it down. Read it everyday. <http://bit.ly/22hEFL>

#Goal setting 3/8- Associate with people who have achieved that goal, or dream.

#Goal 4/8. Make a plan, that will get you the goal. From where you are Now. Write it down. Follow it. <http://bit.ly/22hEFL>.

#Goal setting 5/8 - Write down what you will need to Give Up to achieve the goal.

#Goal setting 6/8 - Find a trustworthy group who will hold you accountable to your work habits. <http://bit.ly/22hEFL>

#Goal setting 7/8- Work the plan, all of it, and consistently - see 6/8.

#goal setting 8/8- never ever ever quit, change the plan, change the timeframe - but never quit - see 1/8. <http://bit.ly/22hEFL>

## **QUICK TIME TIPS**

### **Reading:**

If you pay attention to authors you like and their styles, or how information is laid out in the 'information' books you like. You will quickly learn to scan a book at a store and tell if you will like it or not.

Read the contents and blurbs. Who is the author. Who endorses him. That tells you a lot about the information inside and if its worth you pursuing it

If its fiction read the first page. If the writing grabs you. You may like it. If it doesn't. Put it back. It's not going to get better than the first page.

### **Movies**

Pay attention to the credits - The credit roll at the beginning. After a while you will be able to tell from the way the director/editor uses the credits and their style whether you will like the rest of the movie. If the credits seem well done it's a good chance the movie will be well done. If they are clumsy or hokey – so goes the movie.

### **Office**

Try handling all pieces of paper and email – once.

In most cases its not possible as they will be needed later. But read the contents – can you handle the requirements right away and discard or delete? – if so – do it. Don't let them build up for 'manyana"

What can you delegate? What is YOUR priority. What is you most important task in the overall? Do that.

Commit to starting and ending times for all meetings. (Avoid having 'regularly scheduled meetings, if possible – they become counter-productive.)

Meetings standing up (for all) - old idea – but still works. (*Business by meeting is just another way of having a social life. Nothing gets done*)

If you need to 'connect' with someone via long-distance – (email, phone etc). Connect with them. Leaving a message or text is not connecting.

If you need someone else to connect with a third party – insist they connect and give you the result, within the allotted time frame.

If you need to finish a one on one meeting, and the other party doesn't get the message – stand up, shake their hand, say thanks, walk them to the door.

### **General.**

Use your List. Have the "A" section in front of you, till it's finished

Read an 'important' (*important to you*) book 10 minutes every day. Every day.

Learn to say 'NO' to non vital projects.

Do some form of exercise everyday (*sex doesn't count: - in case you were going to ask*)

When energy slumps, go to less urgent things – or ideally – nap.

Don't cut back on sleep, as a habit. You can 'drive through' to get something Vital done, but then catch up with sleep, and relaxation. Don't deprive yourself of sleep on a regular basis. It is counter-productive.

Deliberately schedule relaxation (*ok sex can count here*).

Accept what you cannot change as a fact of life.

## **WORKSHEETS**

*I am going to provide sample worksheets on my main site within the next few weeks. Once there, you can download them, and adjust as needed.*

*They will be Excel files and they will be here: <http://www.martingover.com/e-books/e-books/>*

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