

The background features three light blue circles of varying sizes and two thin blue lines that intersect to form a large, abstract shape. The largest circle is at the top right, a medium one is in the center, and a large semi-circle is at the bottom right. The lines cross in the upper left quadrant.

Time Control

*Step by Step guide to Taking Control and
Achieving Goals*

by

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'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

..

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

Benjamin Franklin

..

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.

..

It is not 'Life' that is important, it is what we do with each moment of life we are granted that is important

.....

'Time' doesn't exist of course, as a thing we can 'use'. Time is only a measurement of change

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.

.....

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.

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.

And there is a Trick to it – you'll see.

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!

It's 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 don't realize it, but when you have 'a talent' for something and do it well – it's 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 – sssh 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? 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).

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

- 2) Where do you want to be personally in 5 years?

- 3) How many friends, true friends would you like?
- 4) Where do you want to be in 5 years – financially?
- 5) What makes you happy right now?
- 6) What or who makes you laugh?
- 7) Where do you want to be living in 5 years?
- 8) What kind of house (houses) where in the world. How many places in the world?
- 9) What countries do you want to visit?
- 10) What countries do you want to live in?
- 11) What cars or vehicles would you like to have?
Do you want to fly your own plane (global warming allowing)?
- 12) How many charities do you want to be a major contributor to?
- 13) If you had enough income, cash flow that money was no longer a concern – what would you do?

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

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

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

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

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

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

20) What does Freedom mean to you? How would you achieve it?

21) Who do you really love?

22) 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 in 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 didn't 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.

