

Time Challenge

The Default Diary

How we operate our week is the defining part of our productivity... how we build it and maintain it determines our results!
The Default Diary is a “default setting” meaning its design is to create habits that become part of what you do. High performance must be habit driven rather than task driven... that way, you’ll always have the time needed to get what you want done...

Short-list your core functions:

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Morning					
Late Morning					
Early Afternoon					
Late Afternoon					

Other Activities:

Hurdles to Avoid:

The Time Toolkit

Here's a list of tools that all help get a handle on time. Pick one or two out and work on building it into a habit...

Directors Appointment.

Make an appointment in your diary with yourself for the same time every week for a minimum of 2 hours solely dedicated to doing the non-urgent but important tasks of working on your role rather than in your role.

Hand off vs Dump on.

Hand off means delegate with a system rather than "abdicate" which is without one!

Inbox/Outbox Ratio:

Make sure you spend more time on getting more in your outbox than what you process from your inbox. Send don't receive!

Helpful Words not Helpful Hands.

Offer advice and help motivate but be less quick to offer to do things for people.

Low Info Diet.

Get rid of the countless ways that devices find to distract you from the goals you have for your business!

Not To-Do List:

Make a list of what you'll decide to no longer do. This can be from doing your hourly rate exercise. Do less and you'll do more!

Homework before Favours:

Get your own stuff done before you take on other peoples. It's easy to say yes to too many things that are on others' to-do list while ignoring your own!

Fill from the Middle.

When you're assigning appointment times, get your Wednesday filled first and make it full before filling Tuesday, then Thursday. Drive your Diary!

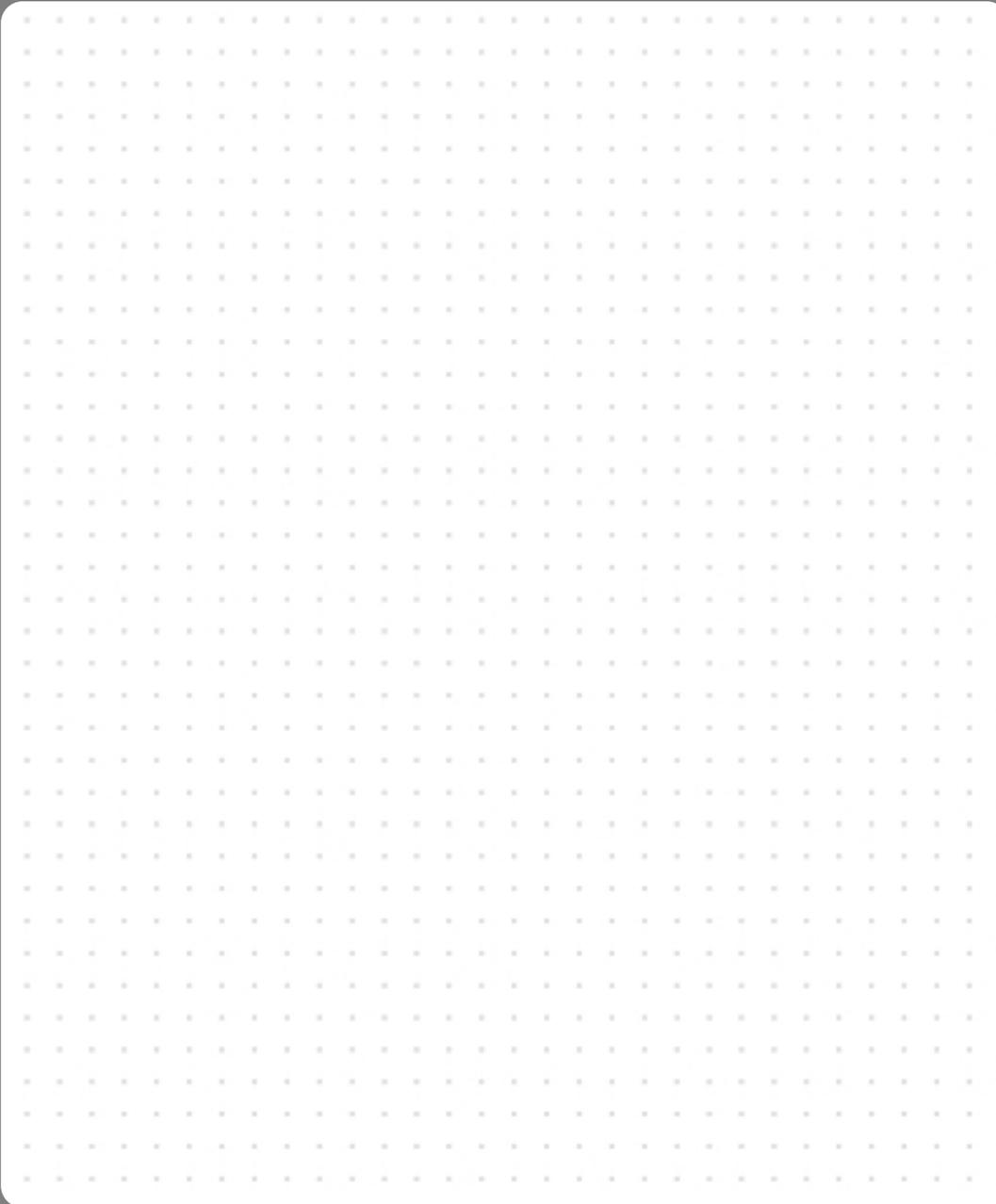
Your Turn | What's one that you'll use or your version of what you'll use to tame your Time ☺

Cook on Camera.

When it comes to delegating tasks, think of how cooking shows break down ingredients and method and timing. Think of taking a video of how you do tasks to add to a training library.

Work you Genius:

Spend more time on getting great results with work you love doing and are good at. Spend less time battling with stuff you need others to do for you. Keep your energy levels high!



Take Outs:

Key Point: