

## **“Master Your Time, Master Your Life” Training**

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“Time = Life, therefore, waste your time and waste your life, or master your time and master your life.” – Alan Lakein

### **The Problem**

One of the biggest obstacles to achieving success and growth in your business is the ole dreaded “I don’t have time.” Many people think they know what they want to achieve but very few figure out WHEN they are going to find the time to make it happen. They mistakenly think it will “JUST happen.”

We ALL have many roles we play - not only being a business owner, but oftentimes a spouse, a parent, a caregiver for our elderly parents, an employee, a friend, a member of our church, and a volunteer to organizations we value. This juggling of personal, work, business, and family commitments can be hectic.

The “I don’t have time” really is a myth though, you’ll find the time when you know how. Successful and unsuccessful people alike all have 24 hours in a day. Successful people aren’t gifted with extra hours in a day. They just know how to effectively manage their time.

### **The Solution**

The solution is to master your daily schedule. Take control of it, so it doesn’t take control of you. I promise if you go through your day without a plan, you WON’T find the time to adequately do any of the things that you value in your life. It is essential that you create the time; you must give it a specific place in your day.

When I was letting my day just happen and dealing with whatever was thrown my way, I would come to the end of the day and be frustrated that I didn’t get to things that I said were important to me. I said they were important, yet my activity was showing otherwise. I wasn’t making sure they were getting done. I felt like I was always saying, “When I get this done, and that done, then I’ll get to doing what I really want.” Problem was there was never an ending to ‘this and that.’

I determined I needed to DESIGN my life by mastering my time and not just react to it or leave it to chance.

## **Determine Your Core Values**

So to begin, I needed to do an inventory of what is important to me. It would make sense that the majority of my time should be spent on things that I say are important to me. But that was not happening. While, some valued areas were receiving my attention, out of necessity, like my family, others, like my health, were not receiving the attention it needed and deserved. If asked what one of my values is, I would have said, "HEALTH," yet, I was NOT finding the time to exercise and take my supplements. I would also have said, "EDUCATION / SELF IMPROVEMENT" is important to me, yet I was not finding the time to study both spiritual and business concepts. Too many other things always needed to be done before I could get to either exercising or studying.

A great book for understanding how to determine your Core Values is Jordan Ramirez's book, "Lifetime of Achievement: 7 Goal Setting Strategies That Work." There is a great Core Value Memory Jogger that helped me clarify what is important to me. It made me confront that things I said were important weren't being given my time, and things I was giving my time to I didn't realize I had as a core value. For example, when I looked at what activities I engage in throughout the day, many were involved with cleaning and organizing. Thus, I learned that some of my core values are orderliness, cleanliness, and efficiency. Any schedule that would not allow me time to be sure my home and work space were in order would ultimately fail, cause it wouldn't be honoring who I am.

As well, it helped me clarify that if it was NOT significant to me as a core value, wasn't bringing me closer to achieving one of my goals, then I needed to be sure I was not devoting time and energy to it.

When I was allowing life to happen to me, it was not very well balanced, and too much of it was consumed by my business. While I highly value and love the work that I do in prospecting and mentoring others, I knew I needed to find more balance. A successful and rewarding schedule should include ALL areas of my life ... career, but also family, spiritual, health, education, and recreation.

## **Making Your Schedule**

To make mastering my life a reality, I determined that my day needed to be scheduled ON PAPER. I printed off a weekly calendar that is broken down to the half hour from 6:00am to 9:00pm Monday through Saturday. You can be a little more flexible with your Sunday or schedule it as well.

Start by filling in all the events that are non-negotiable, like your work schedule and your children's activities.

## **Focus Hour**

Determine when your energy level is the highest and devote the most important or most difficult things to that time frame. I don't want to be taking on something that is gonna challenge me at 9:00 at night. But this may be your peak time, so decide when you are the most alert and productive and schedule key blocks at this time.

Determine at least one hour block every day that you will faithfully devote to your most important goal you are currently working on. Nothing can interrupt you during this time, nothing; this is your Focus Hour, so chose the time wisely.

## **Fill in with your Core Values**

Then from your list of core values start to fill in the areas you determined to be important to you. As I indicated, my family, my business, keeping a clean house, exercising, and studying are all meaningful to me... so I PUT them on the schedule.

Color code the various areas of your life on the schedule. For example, pink is my study time, green is my business time, orange is my job, purple is my personal and family time, and yellow is my daughter's activities. I can then easily see how much time is being devoted to each area and when I'll be focusing on which value.

## **Do – Review – Revise**

While it is important to be consistent and stick with it, after the first few days to a week, you may realize that the way you have your schedule set up may not be working correctly for you. Sometimes reality plays out differently than what we envisioned on paper. I call this the Do – Review – Revise period. For example, I thought I could jump right into my Focus Hour first thing in the morning when I begin my business day, but in reality I needed to rearrange the time so I could take care of the most important emails and facebook posts before beginning my Focus Hour. Then I was more relaxed and receptive to my study period once I knew I had taken care of these things. Otherwise I couldn't fully concentrate, as my mind would wonder back to things I hadn't taken action on yet.

## **Be Consistent and Persistent**

Once you get a schedule that works, **STICK TO IT**. It is imperative that you do what you have scheduled to do each day. Don't let things that are not on your schedule derail you and take you off course of what you have determined to be the most important to you.

It is really helpful if you schedule the things that you have trouble getting to after a **TRIGGER** event. Meaning after a specific action you go right into your scheduled activity. For example, knowing that many things can derail me from doing my daily

exercise, I begin this activity IMMEDIATELY after taking my daughter to her dance class each night. I don't stop to check the laundry or pay bills, as it is too easy to think, "Let me do just this ONE thing, and then I'll get to exercising." No, those pit-stops increase the chances that I won't get to what I scheduled.

### **Creating To Do Lists**

While your calendar schedule gives you direction in what area of your life you will be working on in any given time frame, it is essential that you keep a TO DO LIST of what actual steps you will accomplish during that time. For example, my Focus Hour is centered around growing my business. Every day I am doing something during this hour that will benefit my business. But each day, those specific action steps may vary.

Thus, I keep four color coded, four by four lined notepads on my desk. One notepad is for tasks I need to complete for personal areas of my life. Another has business tasks that need to be taken care of now and the other for business tasks that are not a priority for today but that I'll need to get to eventually. The last notepad contains ideas that come to me throughout the week as I prepare to do the team training.

So when it's personal time, I can quickly assess what is on the list that needs to be taken care of. When it's business time, I start working down the list and get a great sense of accomplishment when I can cross the task off as being completed.

### **Challenges I faced**

I have never been a procrastinator and always move quickly on things that need to be done. I like to take care of things NOW. But this methodology wasn't working for me. I would take care of things AS they came up and eventually ran out of time to do all the areas of my values I want to in a day.

So it became necessary for me to learn to procrastinate, to hold off on doing something for business if I was in the middle of my personal or spiritual blocks of time. As well as not doing something like pay bills if I was in a block of time designated to business for calling new leads or following up with new team members. This is when the To Do List became very important so I could record a task to do when that block of time came up later, so I wouldn't short change the block I was currently in by having to do a task immediately.

Also, I felt a sense of anxiety if I didn't complete everything I wanted to during each block of time. I would find myself rushing to get it all done, rather than enjoying the time of just being in that moment. So I had to learn to be okay with a block going slightly over if a study video wasn't complete yet or even having to add what wasn't finished to my To Do List for tomorrow's block.

The biggest revelation for me was that I didn't have to take care of EVERYTHING in only a FEW areas of my life, while letting other areas go unattended because I simply ran out of time. Now, I can at least do SOMETHING in every area of my life that I have deemed important, every day. At the end of the day, I am amazed at what all gets done now. So by mastering my time, I am mastering my life. I have achieved more balance and am accomplishing more than ever before. You can too, if you'll not leave your life to chance but rather design it!

*Pictures of my color coded schedule and color coded notepads, as well as a blank half hour calendar chart are included on the training site.*