



# TIME MASTERY

The complete time and life mastery workshop brought to your home

## HOW I MANAGE MY WORK.

I create my own content, do my own marketing, admin, sales and course creation. On top of that I usually have over a hundred comments and questions to answer every day.

Yet my system is simple. It does not require additional apps other than a to-do list, a notes app and a calendar. Any additional apps on top of those creates further problems by giving you something else to update each day

Content creation, marketing and course creation are my vital areas of work. Without doing those consistently every day and week, I would not have a business or an income. Because of that, these are scheduled on my calendar each week and they are fixed. Monday is blog post writing day. Tuesday is podcast script writing, Wednesday is newsletter and course development day etc.

These are also non-negotiable. They are on my calendar and they get done. No excuses. None of these are in my to-do list because they are already on my calendar. I may add tasks such as "research Ivy Lee method" or "replace batteries in my lapel mic for Friday's recording session" but I would not have tasks such as "write blog post" or "record videos for ABC course".

Content plans and ideas are all kept in my notes app with a dedicated folder for content. That way I can easily access the folder of the work I am working on that day.

Admin and my sales funnel management are done every day - I just find time to do them every day, usually sometime in the afternoon once I have finished at the gym or been out for a run. Most of these are managed using Apple's Numbers spreadsheet or Freshbooks.

My project management is done in my notes app. Your notes app is a much more logical place to

manage projects because you can keep meeting notes, ideas, sketches, designs, screenshots and plans all in one place. You can also add a timeline, a status indicator and so much more. Any additional tasks that come up from these notes can be added to your to-do list quickly and efficiently at the end of the day.

Because most notes apps can be organised by last modified, even if you forget which projects you have worked on that day, they will always be at the top of your list.

Really what it is about is managing your work so you stay focused on the core essential work—the work that generates your income. After that, you fit in whatever else needs doing around your day and that is where your to-do list can help keep work that needs doing front and centre.

My to-do list is organised by time sectors: this week, next week, this month, next month and long-term. When I process it at the end of the day, all I have to do is decide when I am going to do a task and place it in its time sector. If it is a task that needs doing this week, I will add a date to the task. If not, I won't add a date until it arrives in my this week sector.

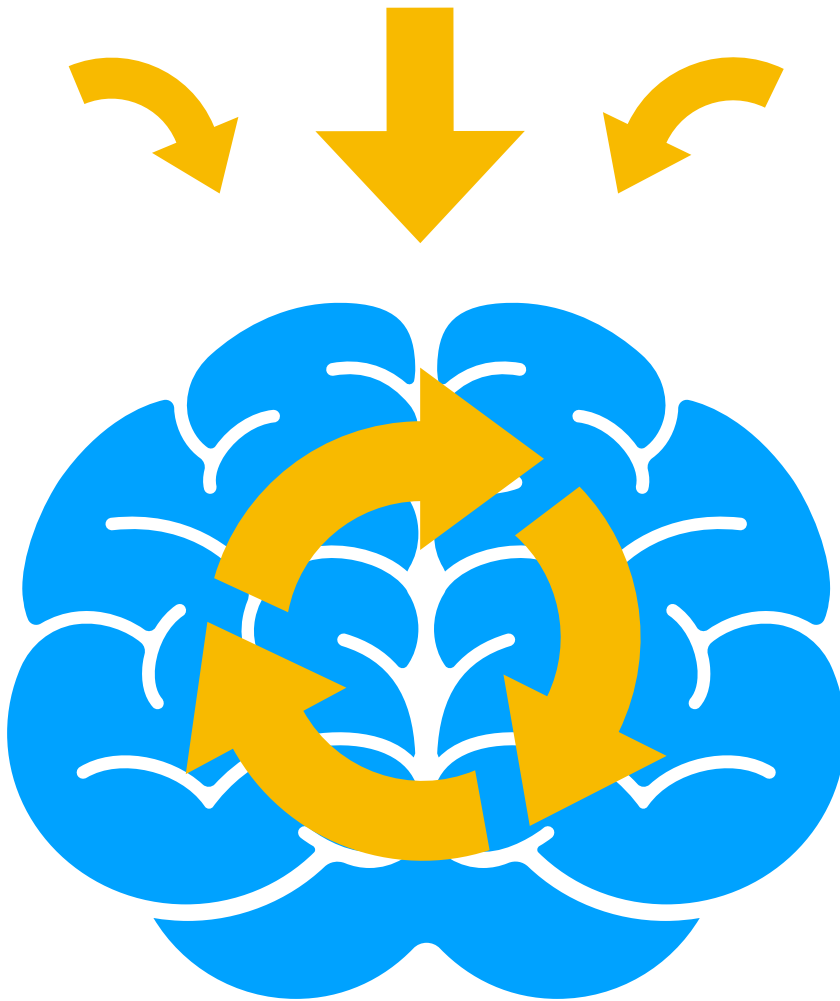
I do a ten minute daily planning session at the end of the day where I flag tasks that 'must' be done tomorrow, and I do a thirty minute weekly planning session on a Sunday where I pull forward next week's tasks into this week's sector and add a date.

And that is really about it. Nothing complex. It keeps me focused on what is important—work that grows my business—and avoids a lot of unnecessary organising and updating.

# WHY YOU NEED A **TIME** **MANAGEMENT** SYSTEM

For the 21st Century

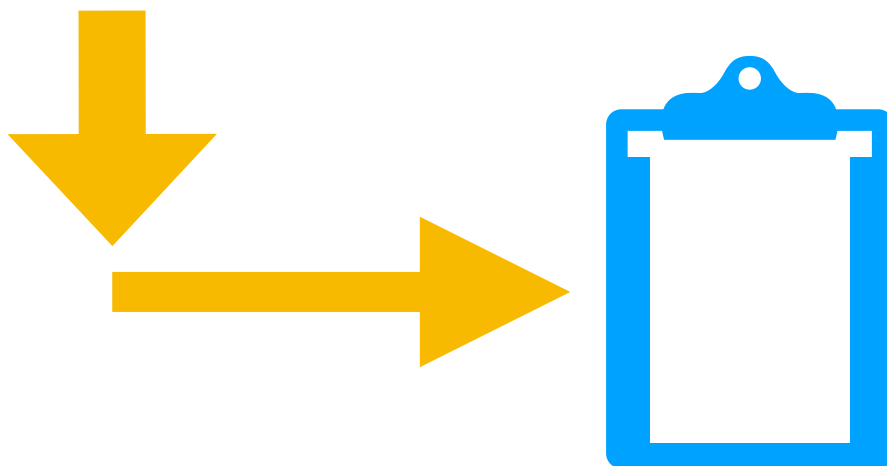




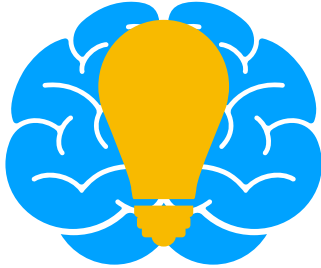
## COGNITIVE OVERLOAD

Most people today are stressed out and overwhelmed because they have too much coming in and very little coming out. You need to get all this stuff out of your head and into a trusted place.

That trusted place could be a to-do list manager, a notebook or a simple piece of paper.







### Things to do today:

- ☐ Write first draft of essay
- ☐ Make appointment to talk with professor
- ☐ 1 hour background reading on constitutional law
- ☐ Prepare for mock trial on Friday
- ☐ Call mum and dad

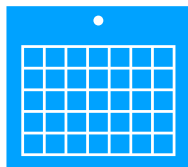
Once you have it out of your head, you then have room in your head to be creative and you will feel a lot less stressed out and overwhelmed.

Once you have everything collected into a trusted place, all you then need do is organise what you collected and decide what needs to be done and when.

## COLLECT



## ORGANISE



## DO



This system is called COD which is short for:  
Collect, Organise and Do.

How do you manage your work today?

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What could you do to improve the way you manage your studies / work?

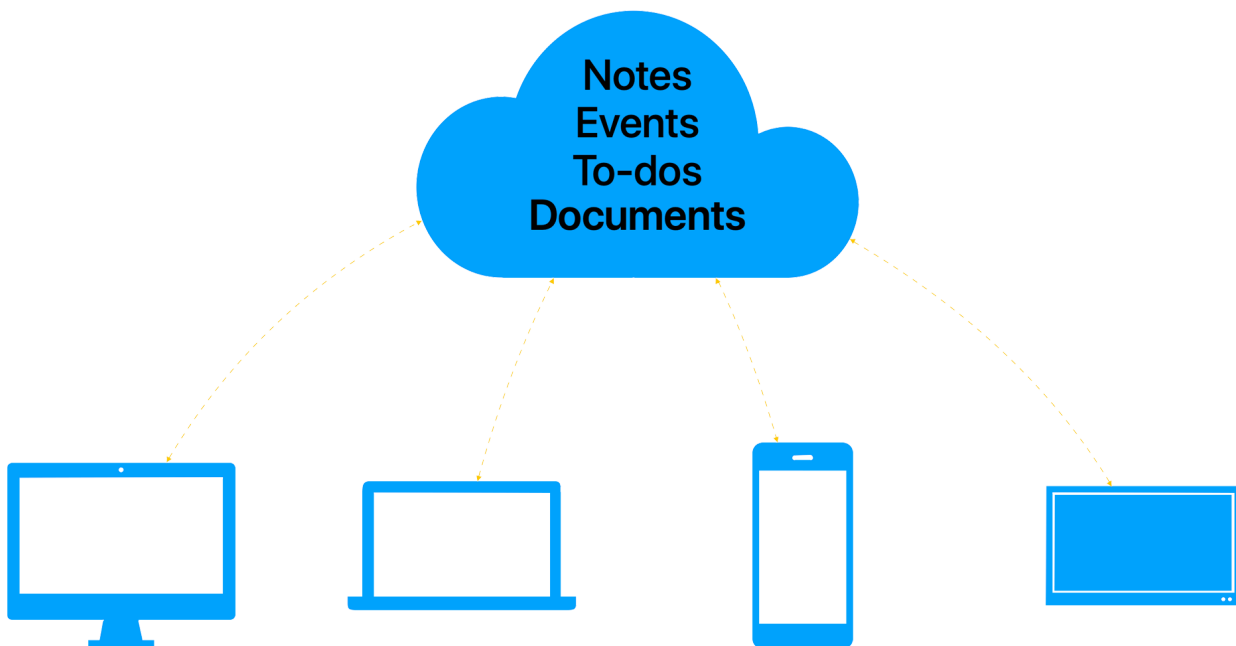
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## WHAT YOU WILL NEED?

- A calendar
- A to-do list manager
- A notes app
- Cloud storage



All your devices are connected to the cloud so you have access to your information wherever you are.

### Apple

Calendar  
Reminders  
Apple Notes  
iCloud

### Google

Calendar  
Tasks  
Keep  
Google Drive

### Microsoft

Outlook  
To-do  
OneNote  
OneDrive

For the least amount of confusion, pick one (Apple, Google or Microsoft) and use those apps.

# SETTING UP THE TIME SECTORS

## YOU ONLY NEED TO SET UP SIX SECTORS. THESE ARE:



### **This week**

This sector is where you put tasks you want to complete this week



### **Next month**

This sector is where you put tasks you want to complete next month.



### **Next week**

This sector is where you put tasks you want to complete next week



### **Long term / on hold**

This sector is where you put tasks that are not due for three months or more or are things you want to do sometime in the future.



### **This month**

This sector is where you put tasks you want to complete this month but have not yet decided when you will do them.

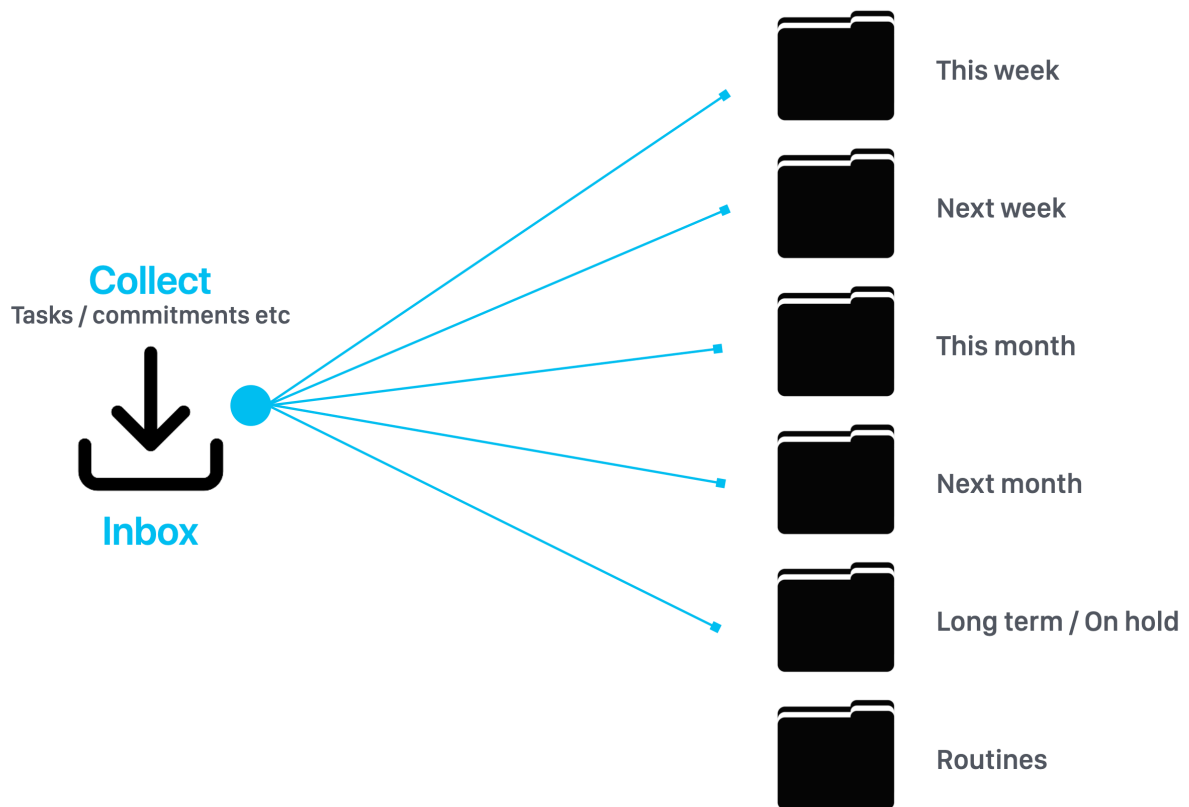


### **Routines**

This sector is for your daily/ weekly/ monthly routine tasks that do not improve your life or take your projects or goals forward.

# SETTING UP THE SYSTEM

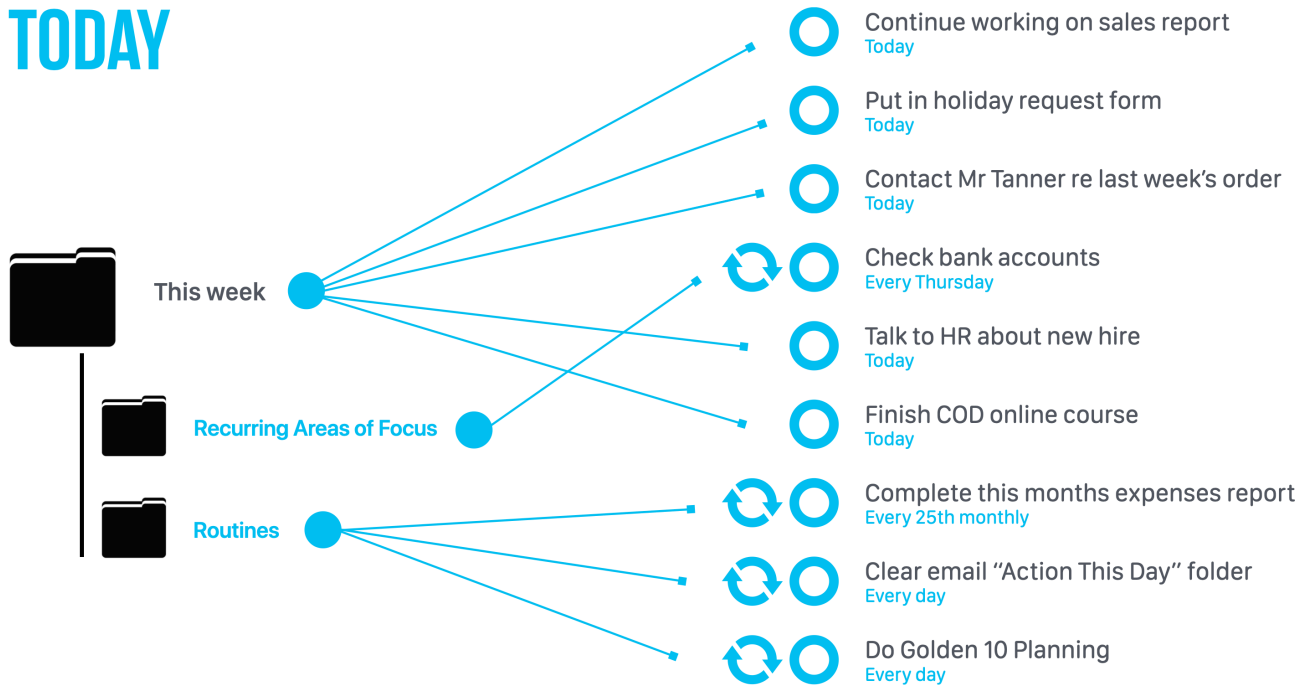




### Collect & Process

Throughout the day you collect your tasks and commitments and at the end of the day give yourself ten to twenty minutes to organise what to collected by when you want to / need to complete the task.

# TODAY



## Recurring Areas of Focus and Routines

Your recurring areas of focus and routines just automatically come up in your today view when they are due.

# WHAT IS AN AREA OF FOCUS?

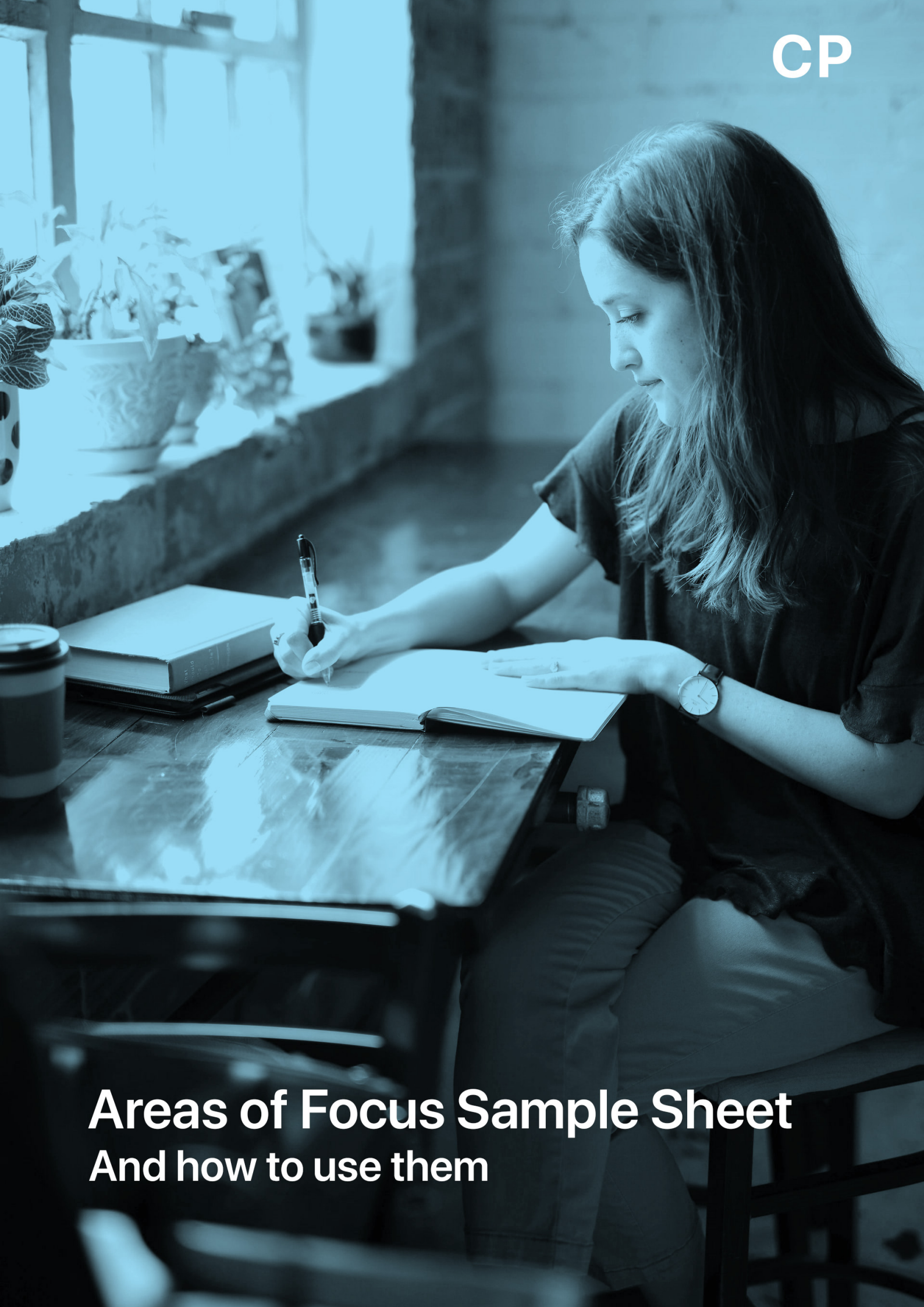
An Area of Focus is a repeating task that moves your regular work and goals forward.

- Go to the gym
- Continue writing book
- Arrange date night with your partner
- Work on side-project
- Weekly planning session
- Regular project work (work that earns your income)

# WHAT IS A ROUTINE?

A routine is anything you just have to do that does not take your goals or projects further forward.

- Take the garbage out
- Clean up the house
- Do your expenses
- Clean up your files
- Wash the car

A monochromatic blue-toned photograph of a woman with long hair, wearing a watch, sitting at a wooden desk and writing in a notebook with a pen. On the desk are a closed book and a coffee cup. In the background, there are potted plants near a window. The overall mood is calm and focused.

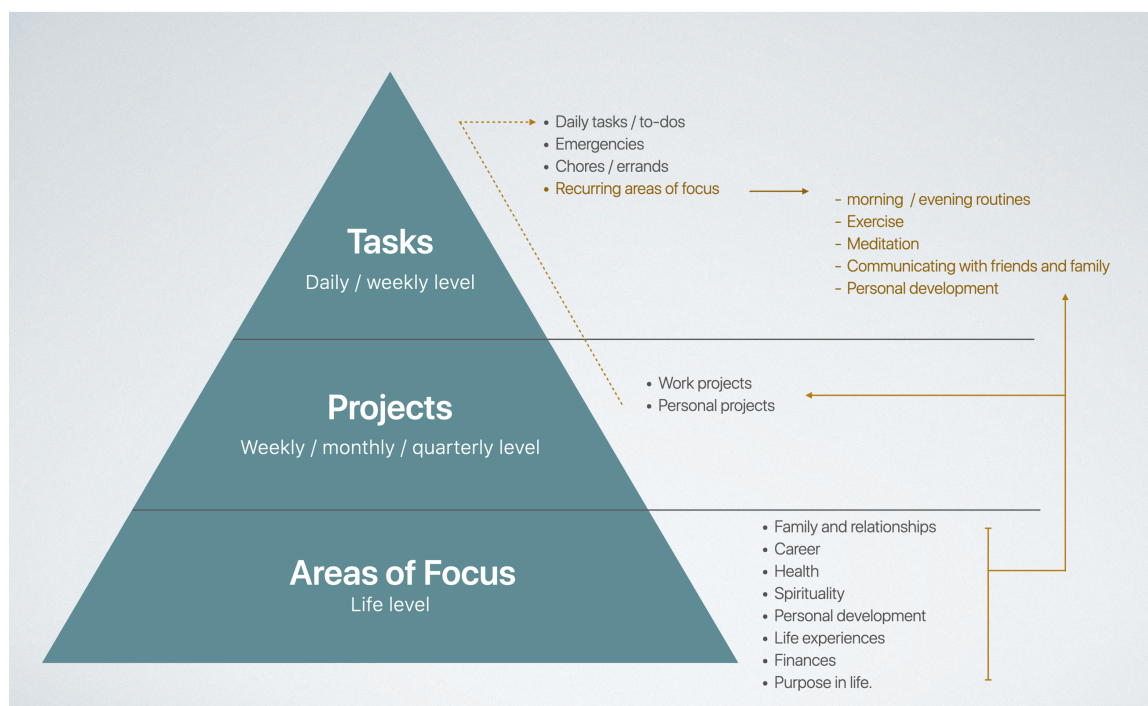
# Areas of Focus Sample Sheet

## And how to use them



# WHY YOUR AREAS OF FOCUS MATTER

In all productivity systems there are three parts. At the simplest level are tasks. Things that need to be done to move something forward or to maintain equilibrium. Then there are projects. Projects (and goals) are groups of connected tasks designed to reach a clearly defined outcome by a specified date. And finally areas of focus and these are the things you have identified as being important to you that you want to maintain and improve. These are often related to your finances, your health and your career.



Projects and areas of focus are the foundational level stuff that you do not manage on a day-to-day basis. You really only need projects and areas of focus for planning and reviewing. You cannot do a project or an area of focus, you can only do a task related to a project or an area of focus. So on a day-to-day basis you focus on the tasks you have identified need doing to move projects, goals and areas of focus forward.

For example, if you have identified health as being an important part of your life, then a regularly recurring task telling you to exercise will be coming up in your daily task list (or you have it as an event on your calendar). Health is something you identified as being important to you.

## All projects are connected to your areas of focus.

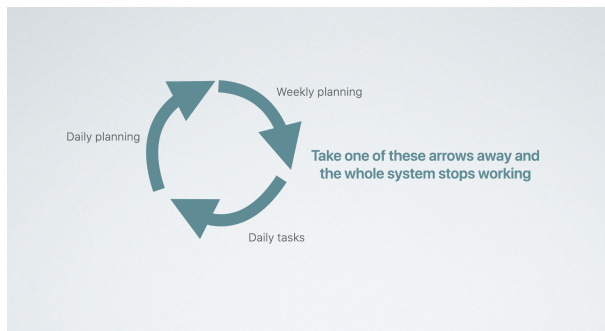
As Tiago Forte points out in [this excellent blog post](#) about the PARA (projects, areas, resources, archive) organisation structure, all projects and goals will be connected to one of your areas of focus. Work projects are connected to your career / professional development, income goals are connected to your finance area and arranging a family holiday would be connected to your family / relationships area.

For the [Time Sector System](#), you have a sub-folder connected to your "This Week" folder called "recurring areas of focus". This is where you put tasks you want to perform consistently so you stay on top of your areas of focus. For example, I have a recurring area of focus that comes up every Friday to take my weight and body fat percentage reading. This makes sure I remain focused on my overall physical health. I also have tasks in there related to my professional development and business growth. For me to stay on top of the important areas of my life—to have continuous growth in all areas of focus—I need to be practicing, as Jim Rohn brilliantly put it, "a few small disciplines every day".



## All parts come together

The glue that brings all this together are the two planning sessions. The daily and weekly planning.



The daily planning session is simply reviewing what you have on your calendar tomorrow, that the tasks you have assigned are still relevant and to decide what your priorities for the day will be. If you notice you have many meetings, you can reduce the number of tasks by rescheduling them for another day in the week. This planning time also gives you an opportunity to clear your inbox—the tasks you have collected throughout the day and to decide when (and if) you are going to do them.

The weekly planning session is where you review all your folders (next week, this month and next month) to see what tasks you can bring forward into the following week. You can also review your projects list to make sure all your projects are moving forward correctly and decide which ones you will focus on next week.

Your system will break down if you skip these planning sessions. If you take away one of these parts, everything will stop working. If you are not doing your tasks each day, then none of your work will get done. You will not make progress on your goals and you will miss something important. If you are not doing your daily planning session, you will quickly find yourself overwhelmed and not know what is important because after a few days everything will be screaming at you, it is important.

And if you are not doing your weekly planning sessions, your projects will soon be neglected and deadlines will be missed.

As you can see, everything is connected. Your areas of focus are the drivers of everything. This is where your projects will all come from. If a project comes from outside one of your areas, you will not have the motivation to keep pushing forward towards completion because ultimately, you will have no interest in the project.

Your work projects—projects assigned to you by your company—are of interest because they are driven by your career. Learning a new language is driven by your area of self-development, saving a specific amount of money is driven by your finance area and doing twenty minutes journaling every day is driven by your spiritual and meaning area.

And if you are not doing the daily and weekly planning, your days, weeks, months and years will be driven by the projects and goals of other people and organisations and their goals rarely, if ever, meet your goals and life objectives.

Keeping your system simple is crucial if you want to be able to maintain your system. On a day-to-day basis, the only thing that matters is your list of tasks to perform today. Your tasks for tomorrow, next week or next month are not relevant today. They only become relevant on the day you decide you want to do them. If you do your daily and weekly planning, you will only need to open your project notes and any other tool you need to perform the task, be that Word, Keynote or Google Sheets, you will not need to be going round looking for something to do because your day is planned, you know what you want to accomplish and you know that whatever is on your list for today is important because they will all be connected to one of your areas of focus.

If you want to learn more about the Time Sector System, [you can read more about it here](#). If you want to implement the system yourself I have a [comprehensive online course](#) that will take you through the steps you need to build the system into your life.

## AREAS OF FOCUS SAMPLE

Family and Relationships	
I provide a loving, caring and financially stable environment for my family and friends and ensure that I will always make time for them whenever they need my help and support	<ul style="list-style-type: none"><li>• Always be aware of the needs of those around me</li><li>• Call my parents at least once a week to see if they need anything.</li></ul>
Career and Business	
<p>I work hard and do my work to the best of my abilities. I do not engage in office gossip and I treat my colleagues, customers and suppliers with respect.</p> <p>My ultimate goal is to build my own company and will use my time as an employee to learn, grow and develop my skills.</p>	<ul style="list-style-type: none"><li>• Always be polite, generous and kind towards the people I come into contact with.</li><li>• Start each day with a plan to make sure I stay on top of all my projects</li><li>• Always have an open mind and a growth mindset.</li></ul>
Health	
<p>I am fit and healthy and exercise regularly. I am careful about what I eat monitor my health frequently.</p> <p>I maintain my weight at around 80 KG and by body-fat percentage at less than 20%</p>	<ul style="list-style-type: none"><li>• Exercise a minimum of 6 times per week</li><li>• Do 16:8 intermittent fasting 5 days per week</li><li>• Drink lemon juice every morning</li><li>• Take my vitamins and supplements every day</li></ul>
Spirituality	
I am mindful of my life. I meditate every morning to bring calm and peace to my life and I thank my creator every day for the wonderful life I have.	<ul style="list-style-type: none"><li>• Do a minimum of 10 minutes meditation every day</li><li>• Spend thirty minutes appreciating nature every day</li></ul>
Personal Development	
<p>I practice self-development every day. I read quality articles, books and other materials to learn from others and I practice new skills so I am a constant work in progress.</p> <p>I learn from my mistakes and from the successes and mistakes of others.</p>	<ul style="list-style-type: none"><li>• Read for 30 minutes every day</li><li>• Be curious about how success is achieved</li><li>• Read articles on why business fail</li><li>• Engage in self reflection daily</li></ul>

This task would go into your "Recurring Areas of Focus" folder in your task manager.

This task would go into your "Recurring Areas of Focus" folder in your task manager or as a repeating event on your calendar.

This would become a part of your morning routine.

## Life Experiences & Lifestyle

Every month I experience something new. That could be trying a new activity, traveling to a new place or doing something completely out of character. I maintain a list of new things to try, do and visit and will complete at least three things from my bucket list every year.

- Review my bucket list every week
- Each year decide which items on my bucket list I will do that year
- Seek out new experiences

## Finances

I save a minimum of \$1,000 each month. I am careful how I spend my money seeking investment not consumption. I ensure I am contributing to my pension and managing the risk in my investments.

- Put \$1,000 (minimum) into savings account each month
- Keep in touch with Nick (financial advisor) to make sure my savings are working for me.
- Do not make impulse purchases.
- Review my expenditure every month

This action step would form a part of a goal you achieve for the year.

## Purpose in Life

I will help as many people as I can become better organised and more productive. I help people to become less stressed, more focused so they can spend more time doing the things they want to do.

I will always have time to help people develop themselves and grow their careers and or business. My whole purpose is to help people. It's what energises me every day and it is the reason I wake up every morning.

- Look for ways to reach more people with my content to show them they do not have to live a stressed out life
- Wherever possible always help people whenever they reach out for help.
- Produce consistent content that all people can access.
- Give away a minimum of 80% of my content.

Family and Relationships	
Career and Business	
Health	
Spirituality	
Personal Development	

Life Experiences & Lifestyle	
Finances	
Purpose in Life	



## WHAT ARE YOUR ROUTINES?

In the space below write out the tasks you need to complete each day/week/month/year that just need to be done but do not take your life or work further forward.

Daily

Weekly

Monthly

Annually

**Examples would be:**

Take out the garbage, do your expenses, do housework, do your banking etc.

# USING THE SYSTEM

# **SPEND MORE TIME DOING AND LESS TIME ORGANISING**

Traditional digital systems force you to organise your tasks in a way that encourages you to spend too much time processing and organising. If you want to be more productive you must spend more time doing and less time processing and organising

## **Project tasks:**

The Time Sector Method is all about making one decision; **When am I going to do this task?**

To make that decision, first decide whether it can be or must be done this week. If not, add it to one of your other time sectors (next week, this month, next month etc).

If you decide it needs doing this week, check your calendar, look for available time and add the appropriate date.

## **Recurring Areas of Focus**

Once you set these up, they will recur when you have decided they need doing. These are your non-negotiable tasks. These tasks move your life forward, increase your income and keep you moving forward on your goals.

These are non-negotiable. This must be done when they are due. No excuses.

## **Routines**

These are the 'negotiable' tasks that just need to be done when they need to be done. They neither improve your life or move anything significant forward.

If you have to skip one of these, it would not be the end of the world.

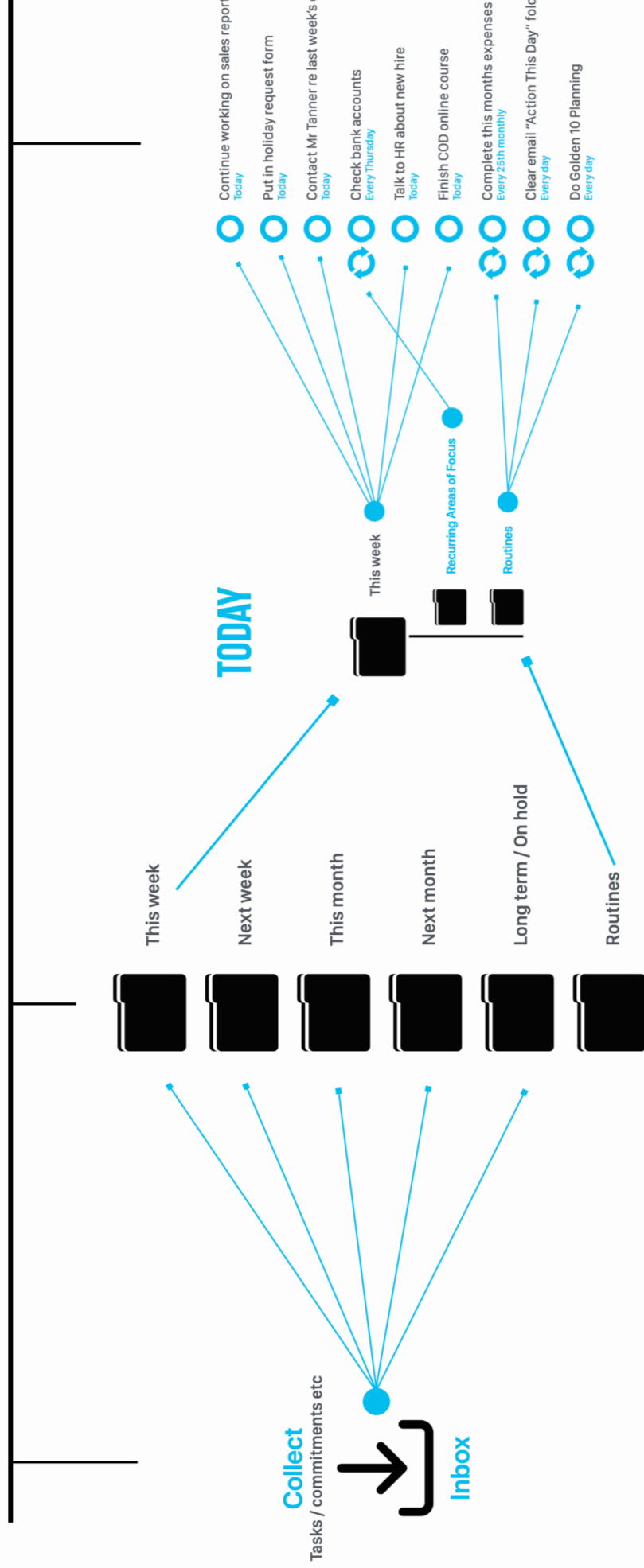
5%

Organise

95%

Do

Collect



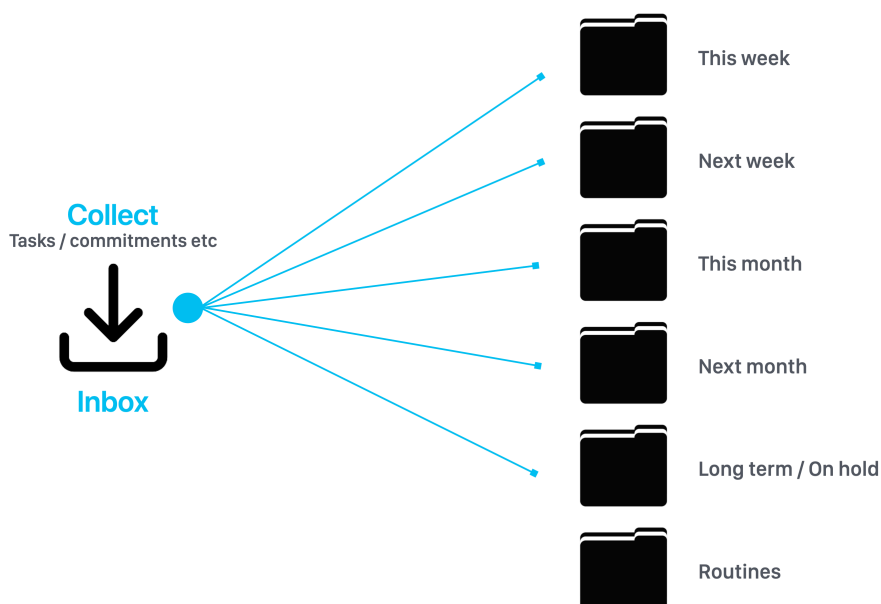
# DAILY PLANNING



Throughout the day you will be collecting tasks and commitments.

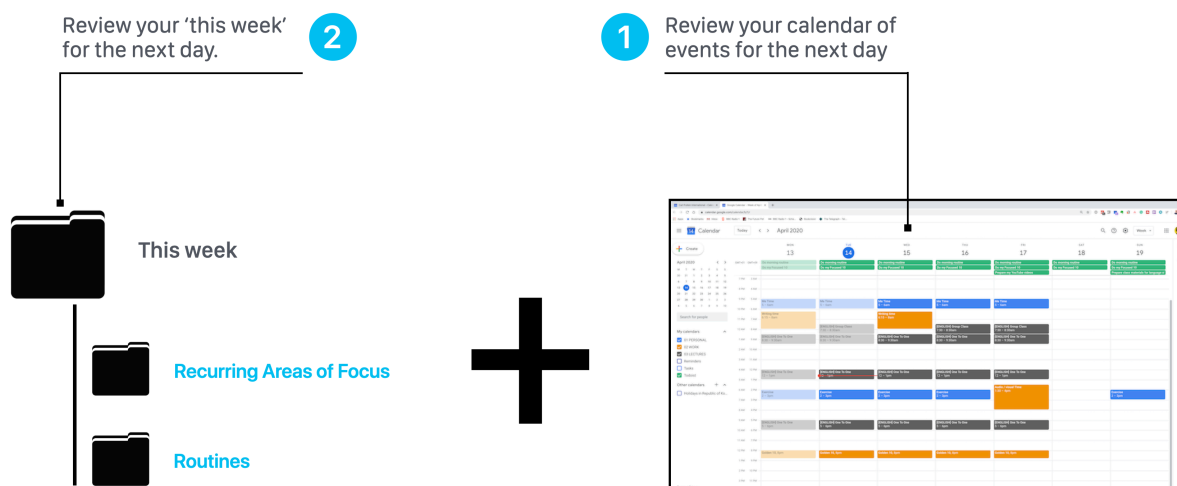
The first step is to process what you collected into their rightful sector. If a task needs doing this week, add the day you will do it and put it in this week's sector.

All other tasks do not add a date, just put it in the relevant sector.



Once you have processed what you have collected for the day, open the “this week sector” and your calendar and check that everything is still relevant and that you have not over-committed yourself.

Then do you 2+8 Prioritisation—deciding which ten tasks you will do tomorrow as a priority.



**IF YOU HAVE A FULL SCHEDULE FOR THE DAY, REDUCE YOUR ‘THIS WEEK’ ITEMS TO ANOTHER DAY**

**10 mins**

What two tasks could you do tomorrow that would have the biggest, positive impact on your goals and projects?

1		
2		

What will you focus on tomorrow? (project/activity/goal)

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What eight tasks would you like to get done tomorrow, that either need doing to make progress or you would like to just get done?

1		
2		
3		
4		
5		
6		
7		
8		

If you have time left, what very next tasks on your projects list could you get done now that would move you forward on those projects?

# HOW TO USE THIS WORKFLOW

As part of your Golden Ten evening routine, use this workflow to prioritise what you want to accomplish tomorrow.

## 1 Your Two Objectives

Choose two tasks from your daily list for tomorrow that would have the biggest positive impact on your goals or projects. These tasks must be completed—no excuses!

## 2 Your Daily Focus

What will you focus on tomorrow? This could be a project, a hobby, your family. Anything you want to put your attention on for the day. A good example would be if you have a deadline coming up and you need to spend some focused time on it. Make that your focus for the day so that in between doing your tasks this one focus will be done.

## 3 The Daily Eight

These are the eight tasks you would like to get done tomorrow, but it would not be the end of the world if you didn't manage to do them. They are priorities, but not top priorities.

## 4 The Next Actions

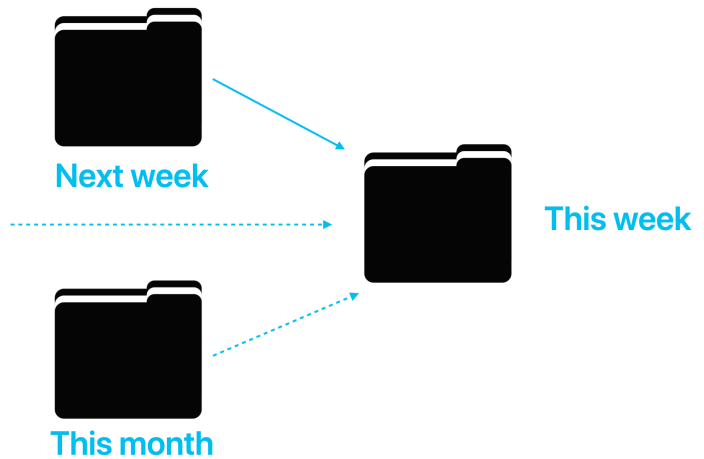
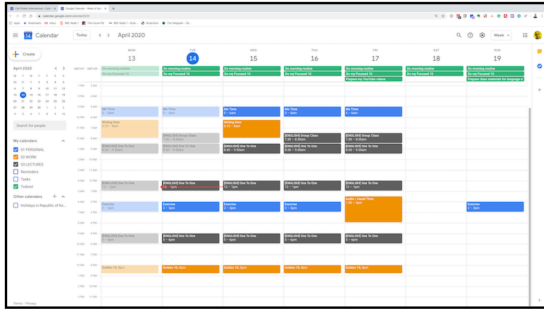
These are the very next tasks from the projects in your active projects list. Most days you will not get round to these, but if you do have spare time at the end of the day these are great tasks to get done because they keep all your active projects moving forward.

The reason the number of tasks are kept to a maximum of ten is so you will have time throughout the day to handle any interruptions that come your way. Of course, the goal is to keep the list as short as you possibly can. If you only have one objective and one task on your daily eight, that's fantastic. It means you are focusing on what is important.

These lists do not include your daily routines. These are kept separate as they do not move your life further forward and just have to be done on specific days, often at specific times.

The whole purpose of this workflow is to keep you focused on what is important to you, your development and your priorities. If you find your lists are filling up with the priorities of other people (your boss, parents, partner or friends) then you need to re-evaluate what is important to you.

# WEEKLY PLANNING



With your weekly planning session, you only need to be checking three sectors.

1. Make sure you have completed your tasks for this week
2. Pull forward the tasks in "next week" into "this week"
3. Check to see if there are any tasks in "this month" you can pull forward into this week.

With your "this Week" Sector, Date all the new tasks and make sure you are giving yourself enough time to complete your tasks.

Remember, your recurring areas of focus will already be coming up when they are due and your routines are feeding into your daily task list.

Schedule these tasks based on your calendar events and deadlines



This week

- Continue working on sales report  
Monday
- Put in holiday request form  
Tuesday
- Follow up last week's sales calls  
Wednesday
- Finish sales report - and in tomorrow  
Thursday
- Email sales report to Peter  
Friday

These tasks automatically move forward each week.

- Clear email "Action This Day" folder  
Every day
- Do Golden 10 Planning  
Every day
- Complete this months expenses report  
Every 25th monthly

**WHAT DO  
YOU WANT  
TIME FOR  
EACH WEEK?**

## WHY GET BETTER AT MANAGING YOUR TIME?

Having a goal is important, it gives us the the motivation and drive to move our lives forward. However, if you are not finding the time to make that goal happen, then you are never going to achieve it.

**In this part of the workshop, you will learn how to prioritise the things that are important to you and learn how to move your goals forward.**

The world is designed to pull you off track. It's designed to stop you from achieving the goals you want to achieve and it is full of distractions. If you want to build an amazing year and decade you need to get focused on what is important to you. **Not what is important to other people.**

What matters is what you want. What you want for:

- **Yourself:**

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Write down a sentence or two about what you would to accomplish for these seven areas of your life.

- **Your family:**

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What would you like each area to be like?

- **Your Friends:**

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**For example:**  
*I want to set an example to the people around me. To be an inspiration and to help people build a life they want to live.*

- **Your career:**

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Be confident and use strong emotive words

- **Your lifestyle:**

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- **Your whole life:**

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- **Your health:**

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## WHAT WOULD YOU LIKE TO HAVE TIME FOR EVERYDAY?

We all have things we would like to be able to do everyday but very few of us get the chance to do it.

In this section, write down all the things you would like to have time to do each day.

Think in terms of:

- Exercise
- Writing a journal
- Meditation
- Spend quality time with partner / kids
- Working on your side project
- Meet with friends
- Reading / self-development
- Drawing / painting

	M	T	W	T	F	S	S
<i>Exercise</i>	✓		✓		✓		✓

In the left-hand column write what you would like to spend time doing and then put a check in the the boxes for the days of the week you would like to do it.

**Now, at the side of each activity, write in how much time you would like to spend doing each one per session**

On the next page you will find a blank weekly calendar. After shading out your work times, add in the times each week you will do the activities you identified above.



In the time slots below first shade out the times you are at work excluding lunch times. For example if you work 9:00 AM to 5:00 PM, and take 12:00 PM till 1:00 PM for lunch, shade out 9:00 AM to 12:00 PM and 1:00 PM till 5:00 PM.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

## FROM NOW ON...

### WHAT GOES ON YOUR CALENDAR GETS DONE!

The only way you will make any of the things you want to do happen is to adopt the rule **"what goes on my calendar gets done"**.

It's simple. It works but to do it you need \_\_\_\_\_

Without commitment and discipline you will not achieve very much. Once you have decided how you want to spend your time each day, how and when you will develop yourself and spend time with the people you love, then you must commit to it. **When you put in on your calendar you have made a commitment.** Stick to that commitment. Be disciplined and say "no" to other 'less important' activities.

Your calendar is your most powerful tool for getting what you want to do done. **You should also be scheduling the following on your calendar:**

- Holidays
- Family time
- Rest and relaxation days
- Personal project days
- Your social life

In the space below, think about all the other things you have always wanted to find time for and jot them down. You can refer back to this list later when you start to plan out your weeks.

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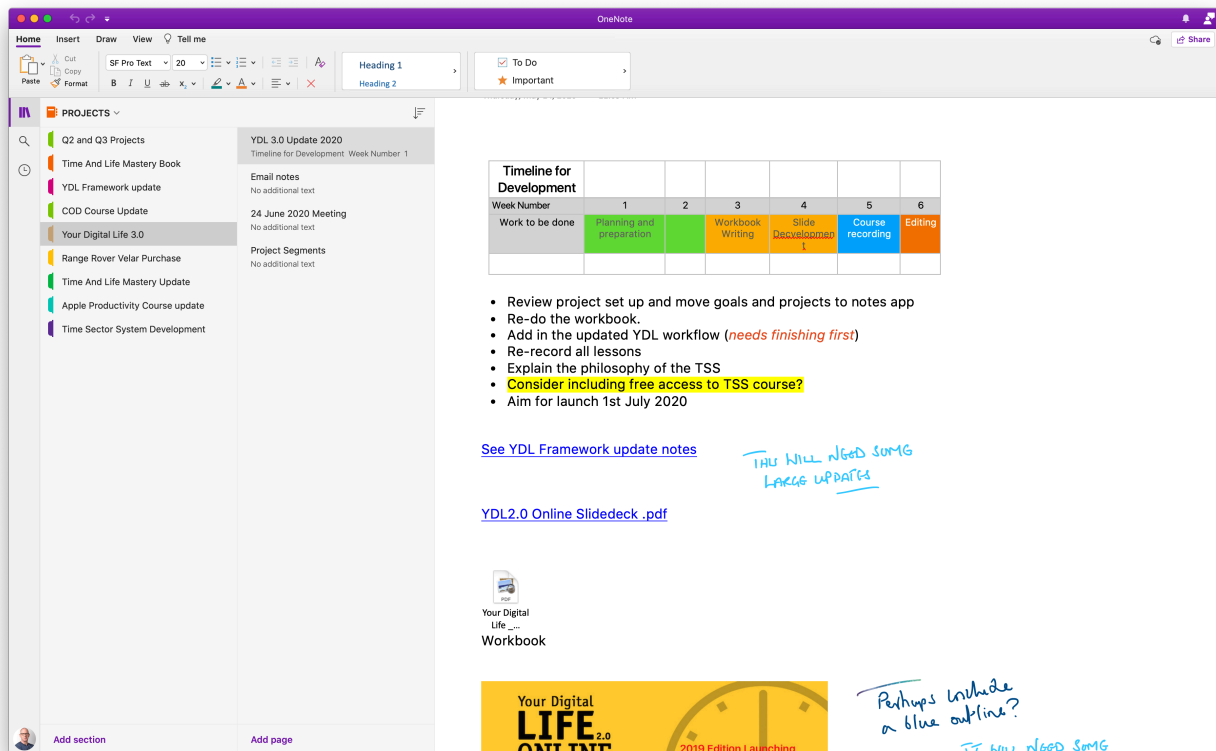
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# PROJECTS AND GOALS ARE BEST MANAGED IN YOUR NOTES APP

You have far greater freedom to play, create, brainstorm and add  
screenshots/images and web links

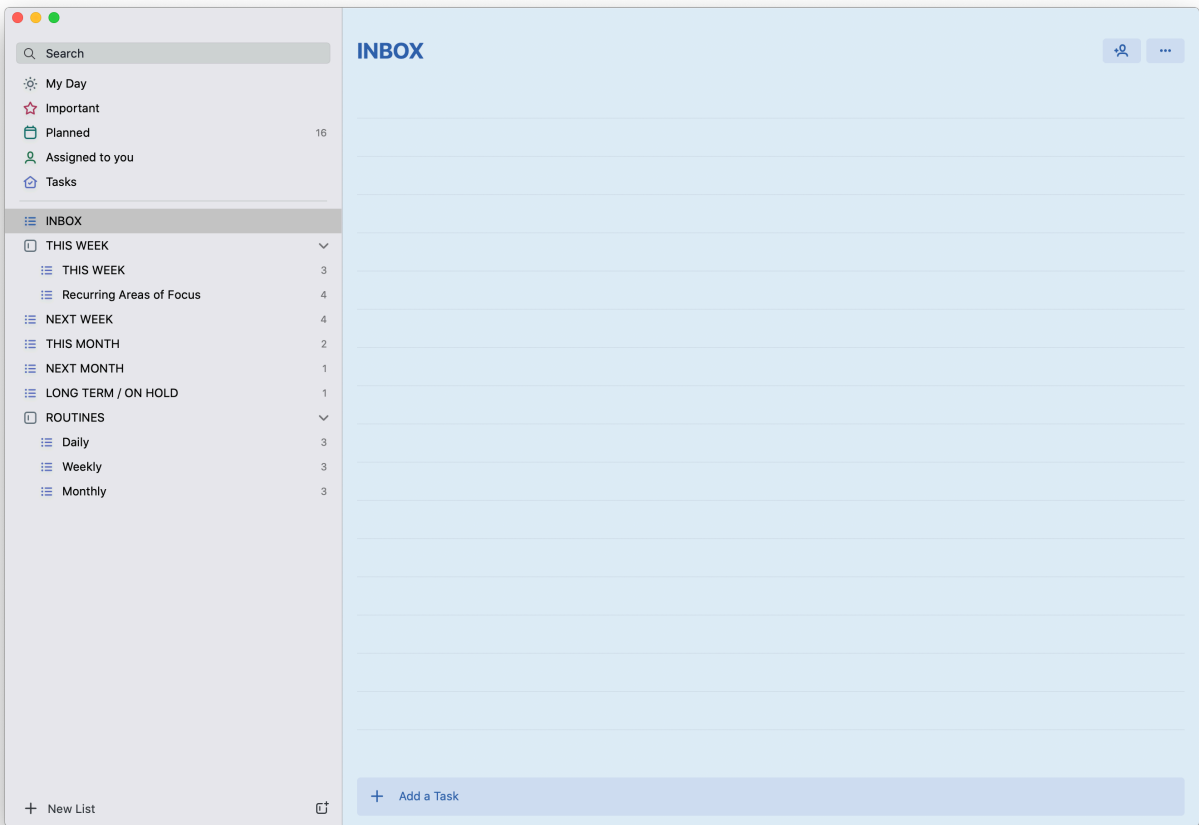


- Organise your projects and goals by sections / notebooks.
- Inside each folder each project/goal should have its own note.
- Be careful adding more sub-folders. This rarely adds any value to your overall structure.
- All good notes apps have a strong built in search feature that will allow you to search by keyword.

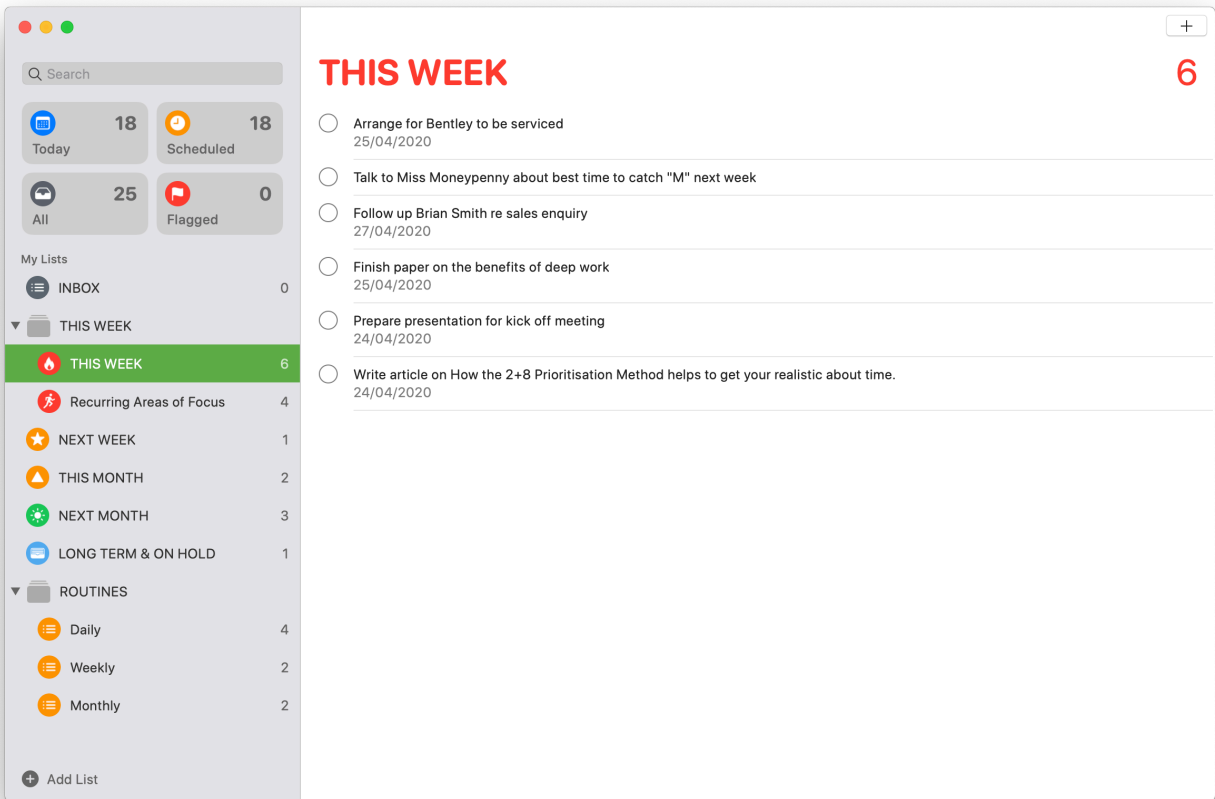
Choose an app that works across all your devices. Apps such as Microsoft's OneNote or Evernote work very well for this kind of note taking.

# SAMPLE SETUPS

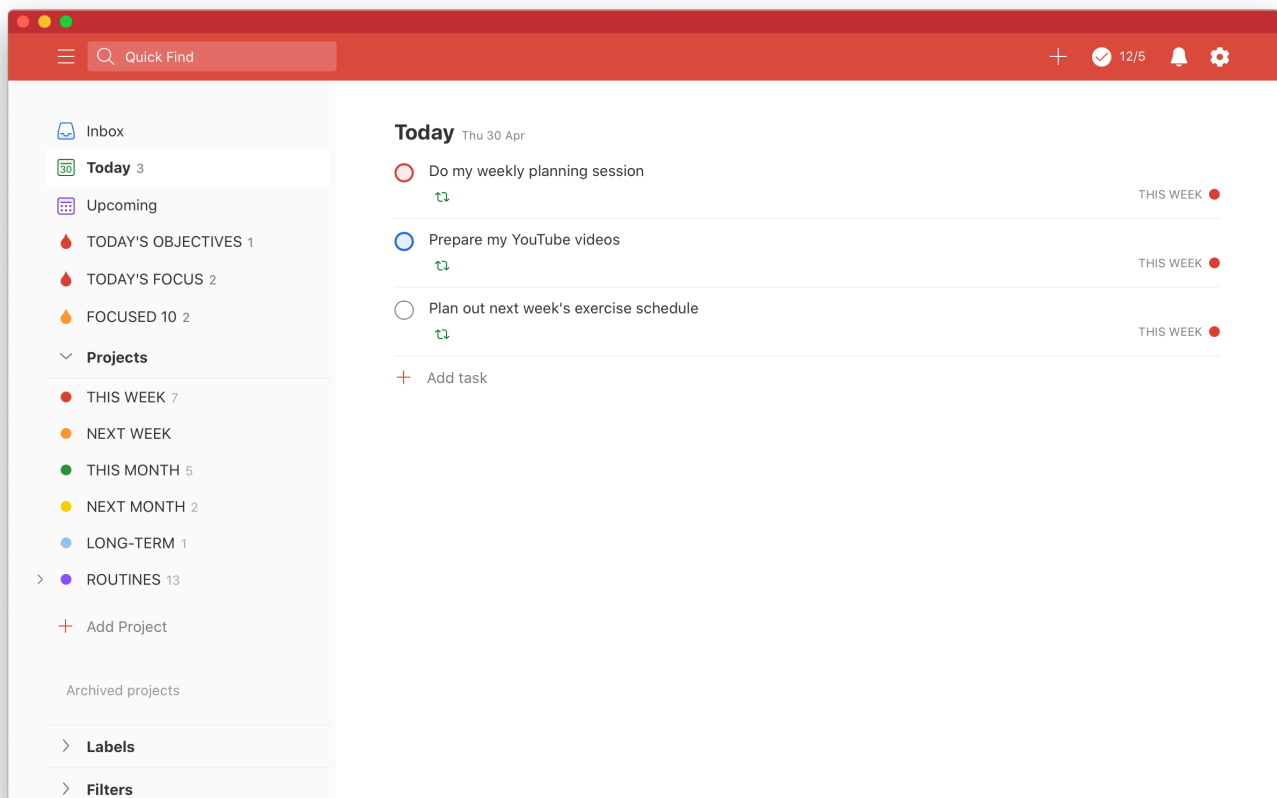
## Microsoft To-do



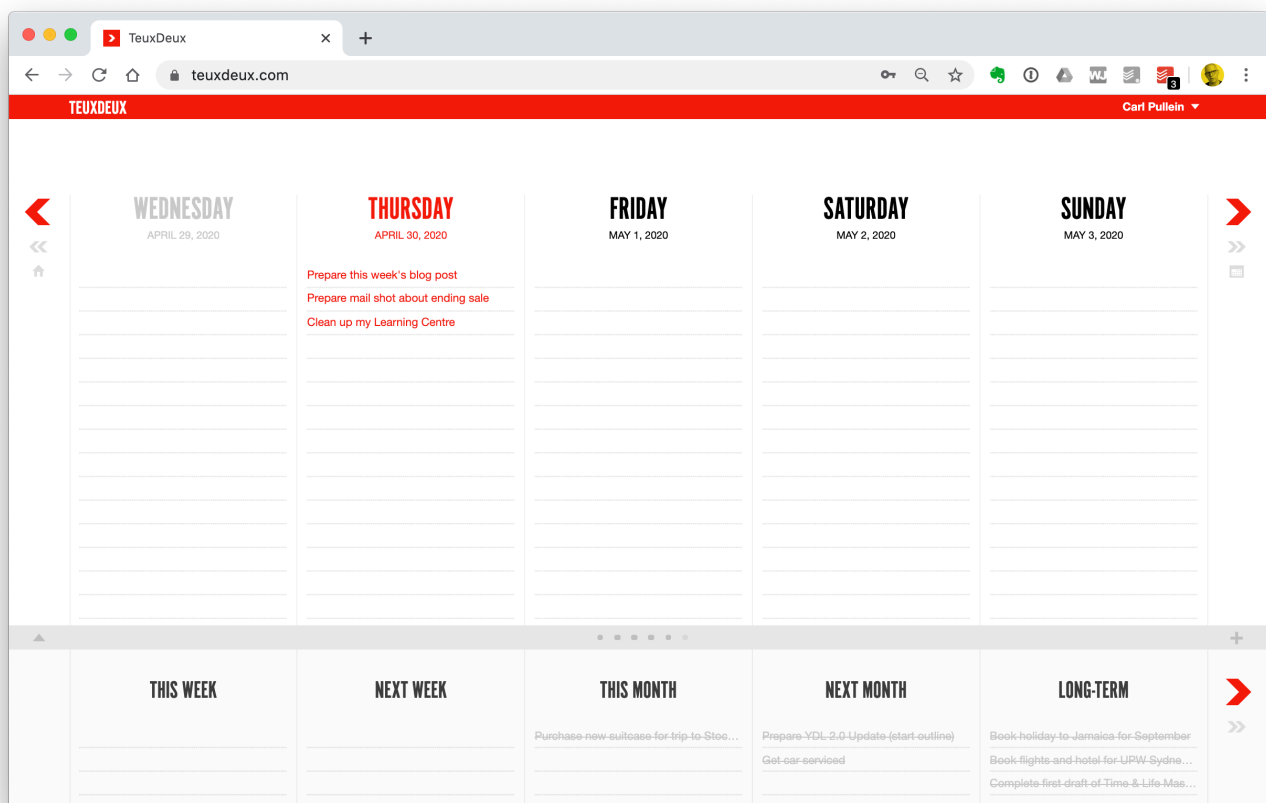
## Apple Reminders



## Todoist



## TeuxDeux



**BRINGING  
IT ALL  
TOGETHER**



# BRINGING IT ALL TOGETHER.

Now you should have a long list of tasks that you will need to complete on a regular basis. The best way to manage these tasks is to put them on your calendar. To schedule them. Remember...

## **What goes on your calendar gets done.**

**When you schedule your activities on a weekly basis you stand a much better chance of completing them.** Tasks such as exercise should be regular—they should become routine. This means you should set up your exercise times on your calendar as fixed recurring events.

Scheduling your family and social time will probably be variable, so you need to be scheduling these on a weekly basis.

**Finally, life is not constant. There will be a lot of new inputs coming at you every day. You should be collecting these somewhere where you will see them when you need to see them.**

The best way to do this is using your mobile phone. Your phone is with you everywhere you go. Use your phone's built in notes or to-do list app. Develop the habit of collecting commitments, tasks and errands in there.

On the next page you will find a clean weekly calendar.

**Use this blank calendar to schedule in the tasks that you will commit to doing every week. Things like:**

- Exercise
- Family time
- Me-time
- Working on your personal projects
- Self-development time
- Daily planning time
- Journaling time

In addition, take a look at the list of things you will have to do to achieve the things you want to achieve over the next ten years and see if there are any things you can schedule on your calendar to get a great start on them.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
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# HOW TO GO FROM A REACTIVE STATE TO A PROACTIVE ONE.

Most people live in a reactive state. A state where they live waiting for the next instruction to come or crisis to happen.

To really get mastery of your time you need to shift that state to a proactive state. One where you are anticipating the next instruction, you are aware of potential crises and are ready for them.

**The proactive state is the same state paramedics, fire fighters and emergency room and surgical doctors work in. It's a state where you are ready for anything and if things go wrong or become overwhelming you react in a calm, considered way because you know what to do and if you don't, you know how to find out.**

How do you move from a reactive state to a proactive state?

---

How do fire fighters and emergency room doctors stay calm when in an emergency they only have a few minutes to make the right decisions?

**They know the basics and they are prepared for the worst.**

If you have ever visited a fire station you will notice that the fire trucks and vehicles are all facing out towards the road, they are fully fuelled and the water tanks are full. It's the first thing that's checked when a new shift comes on shift. They don't ask. They check personally.

You need to adopt the same methodology.

**Before you finish your day, plan the next.**

What could you do to plan the next day?

- Check your calendar (what goes on your calendar gets done)

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# THE PACT COMMITMENT CHART

What does a successful outcome look like to you?	What milestones can you use to measure your road to success?	What action steps will you need to take to achieve the success you want?	How frequently per week/month will you need to take these action steps?	How long will you need to make it happen?

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**Notes.**



**Notes.**

**JOIN ME**

# YOU CAN FOLLOW ME AT....

My purpose is to help as many people as I can become better organised and more productive so I can contribute to reducing the epidemic levels of workplace stress in the world.

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