



THE TIME SECTOR COURSE

A course by Carl Pullein

Thank you for joining my Time Sector course. I know you are going to learn a great deal from this course and it will transform the way you manage your tasks, your goals and your projects.

Most people have become wedded to the idea that tasks must be organised by projects and contexts (people, place and things), yet now we are almost a quarter of the way in to the 21st century our work, goals and lives in general move too fast to be trying to decide if something is a project, a single action item or a someday/maybe item.

Instead, I have found a faster more effective way to manage work on a day to day basis, and this course will teach this new approach so you too can take full advantage of organising your work by the time you have available.

IF YOU WANT TO SPEND LESS TIME INSIDE YOUR TO-DO LIST AND MORE TIME DOING THE WORK THAT MATTERS; TIME SECTORS ARE FOR YOU.

A NEW KIND OF TIME MANAGEMENT SYSTEM

For the 21st Century



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 you 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.

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

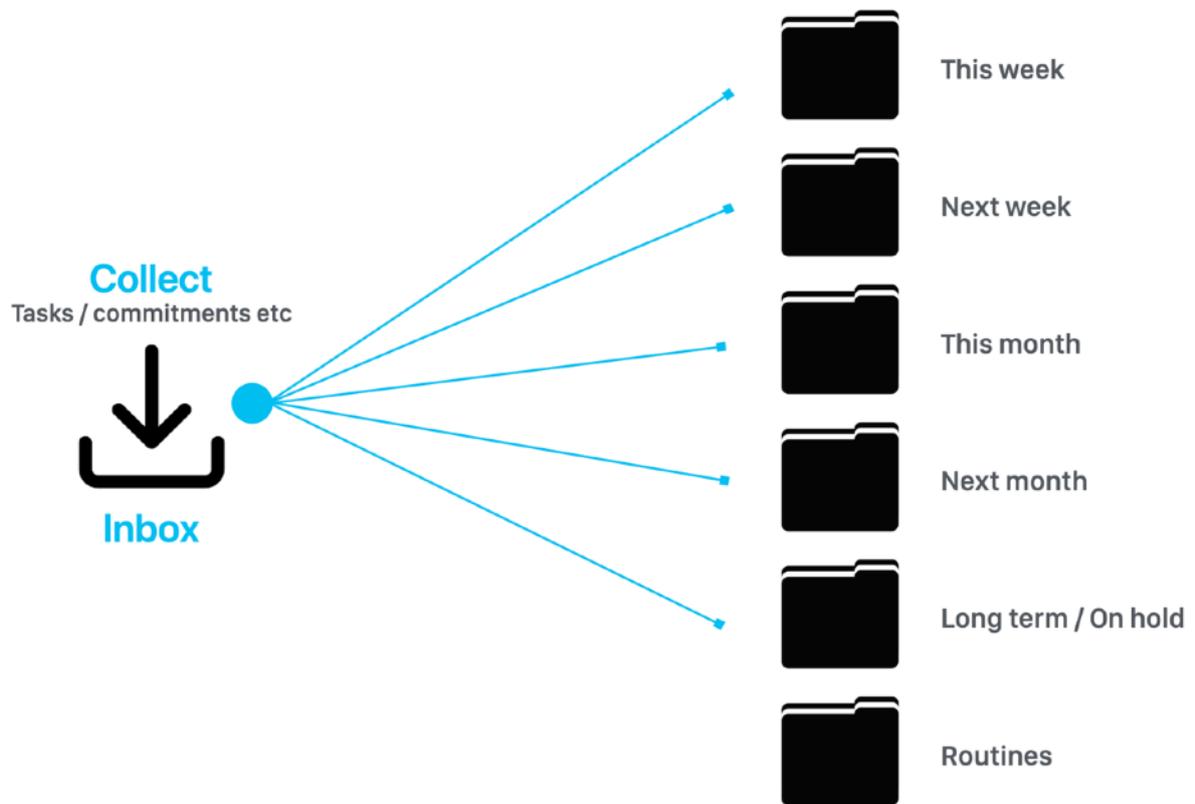
This sector is where you put tasks you want to complete this month but have not yet decided when you will do them.



Routines

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

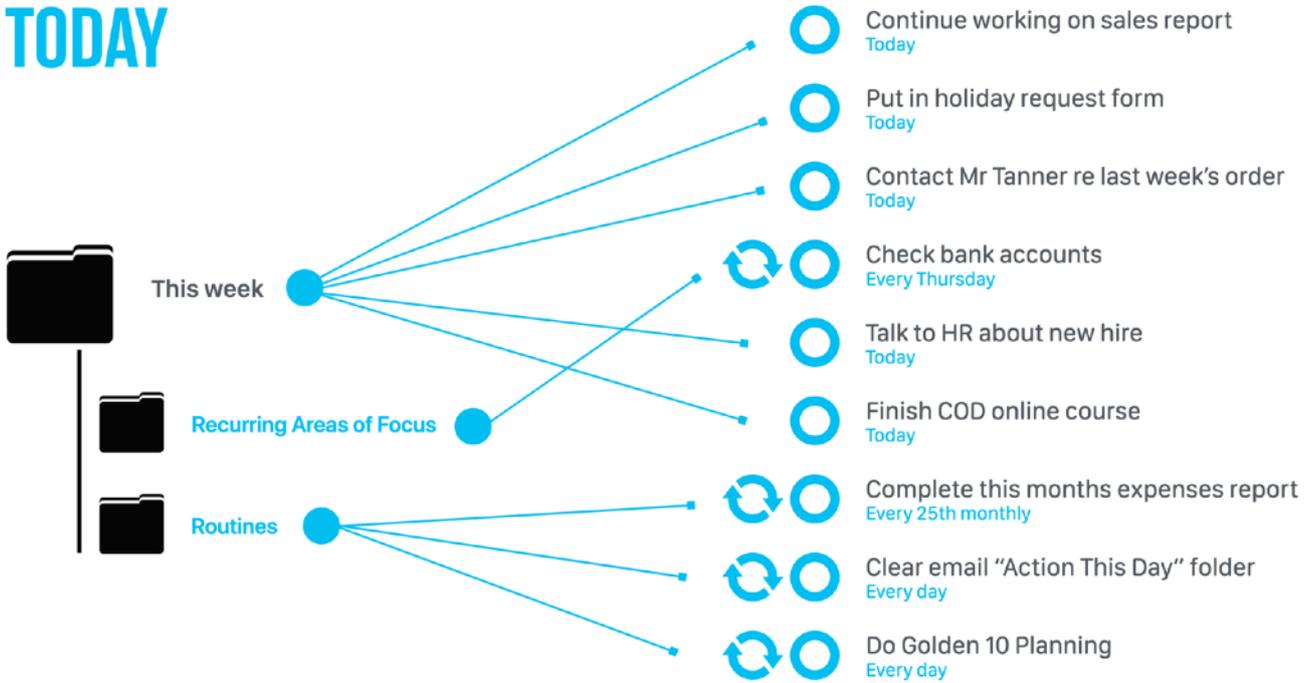
SETTING UP THE SYSTEM



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 you've 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

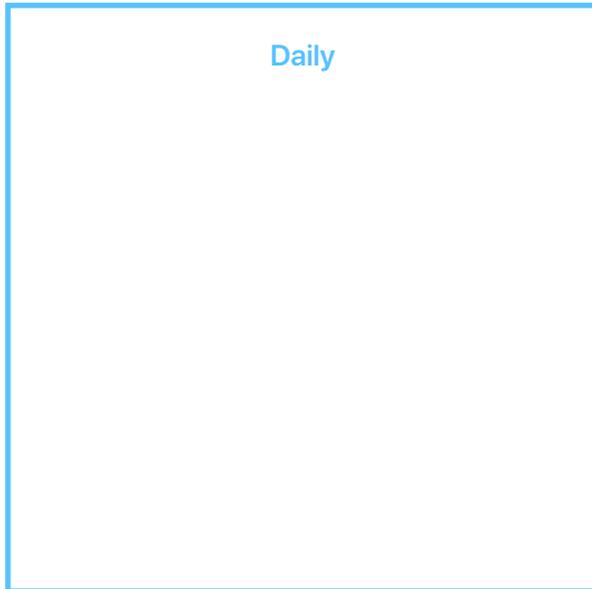
YOU NEED TO IDENTIFY YOUR CORE WORK.

These are the non-negotiable tasks you complete every week.

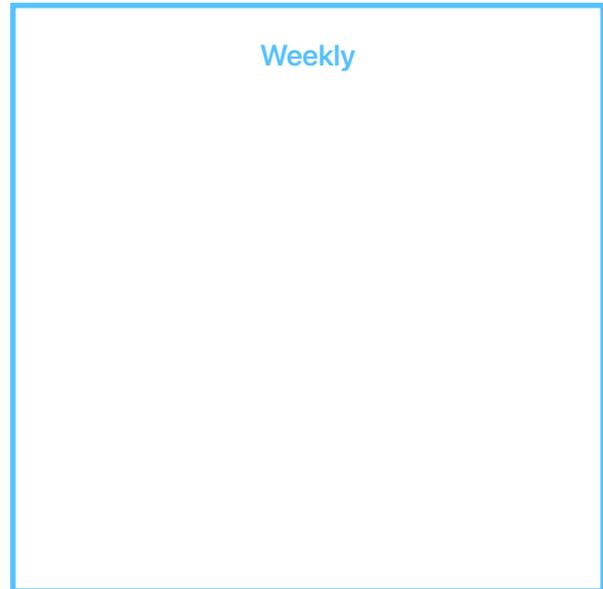
WHAT IS YOUR CORE WORK?

In the space below write out the tasks you need to complete each day/week/month/year that either contributes to your income, your goals or purpose.

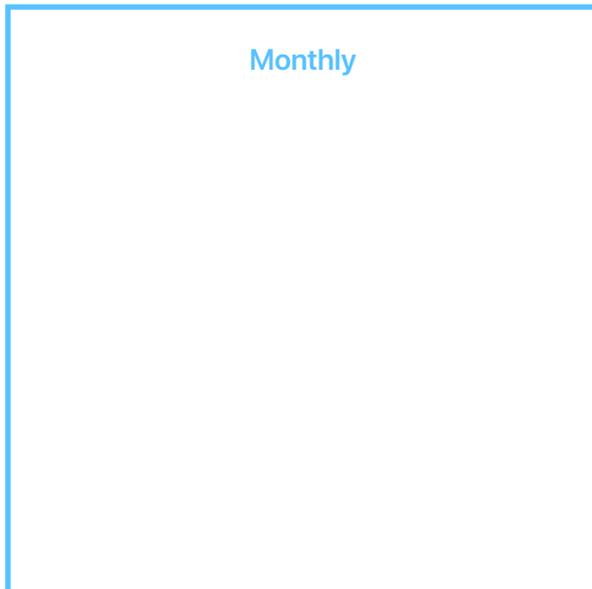
Daily



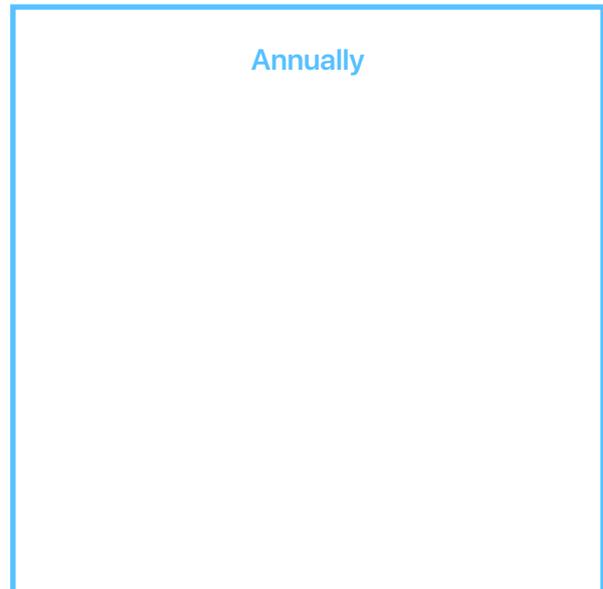
Weekly



Monthly



Annually



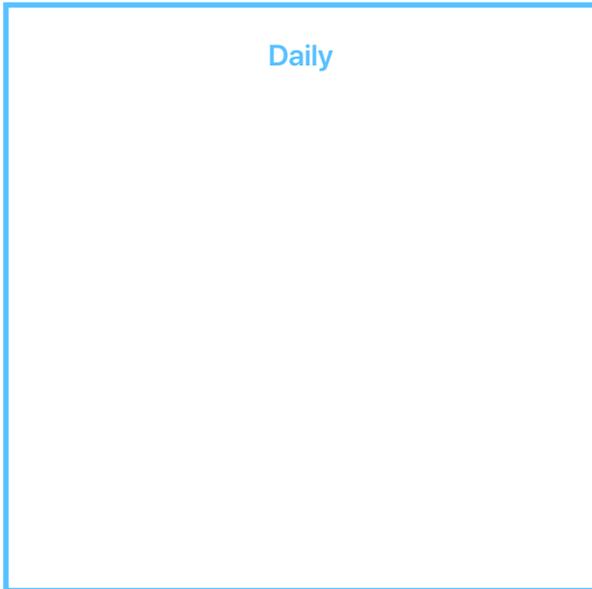
Examples would be:

Make 5 sales call today, write blog post, do exercise, create something, spend time with a loved one etc.

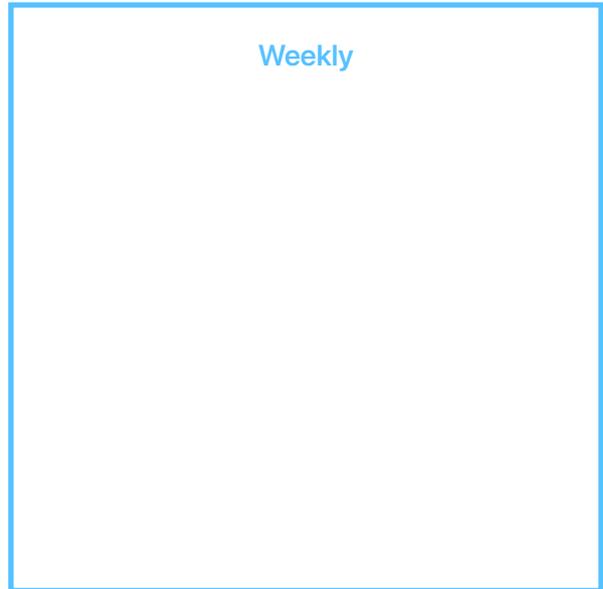
WHAT ARE YOUR ROUTINES?

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.

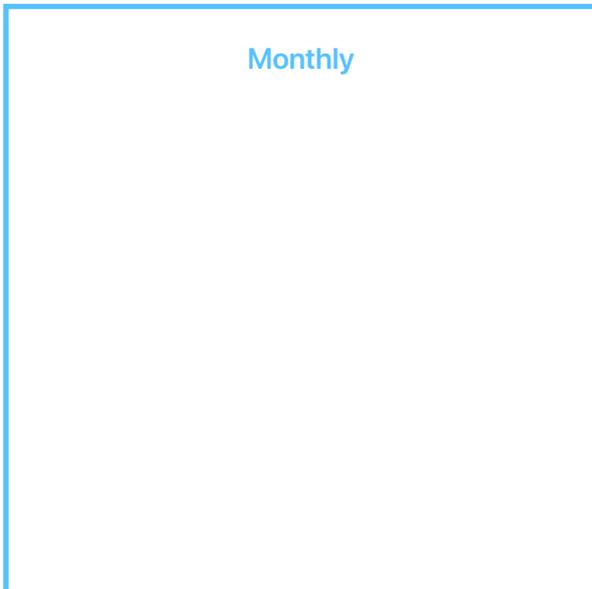
Daily



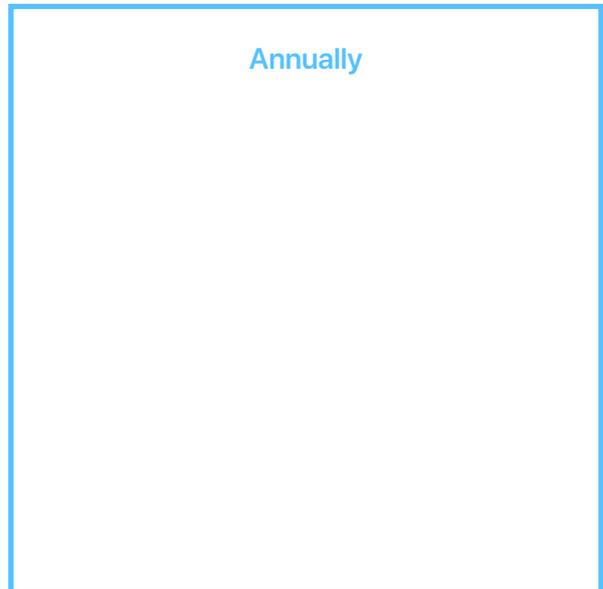
Weekly



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.

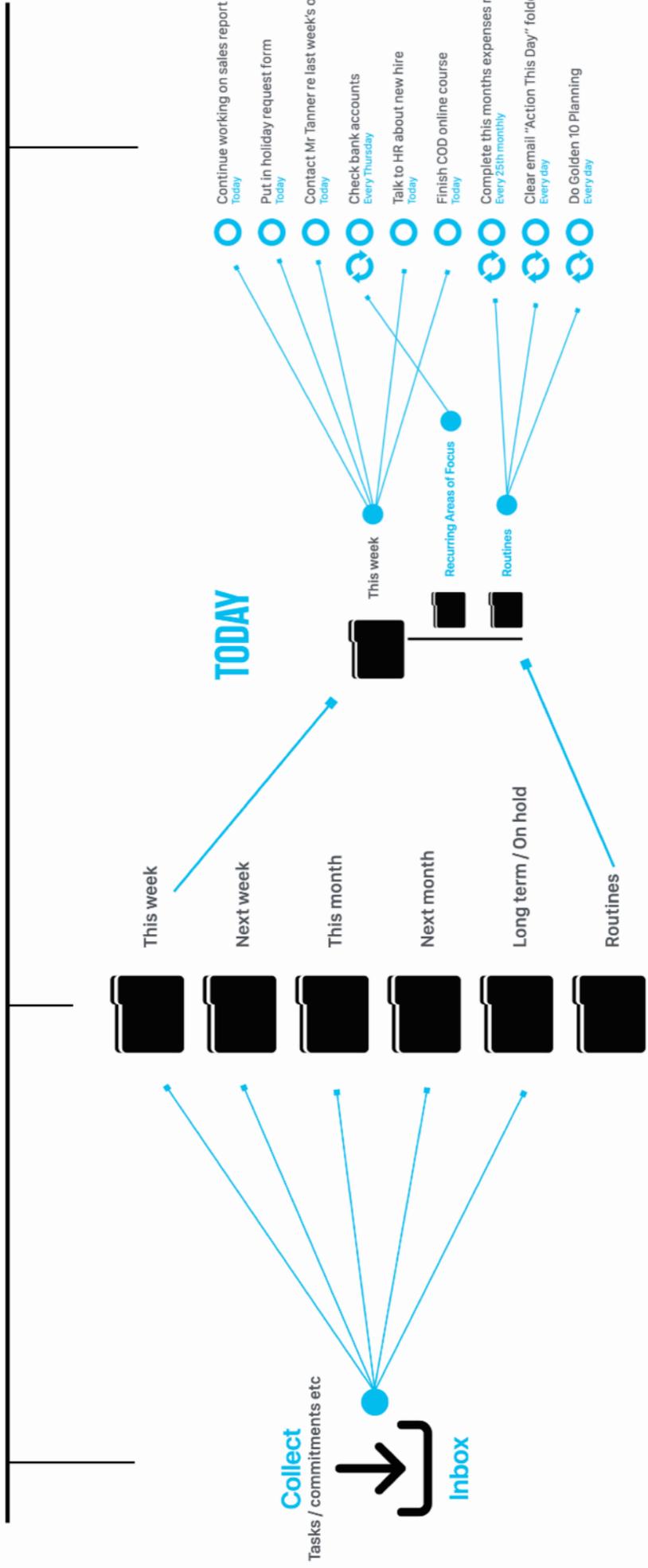
Collect

5%

Organise

95%

Do

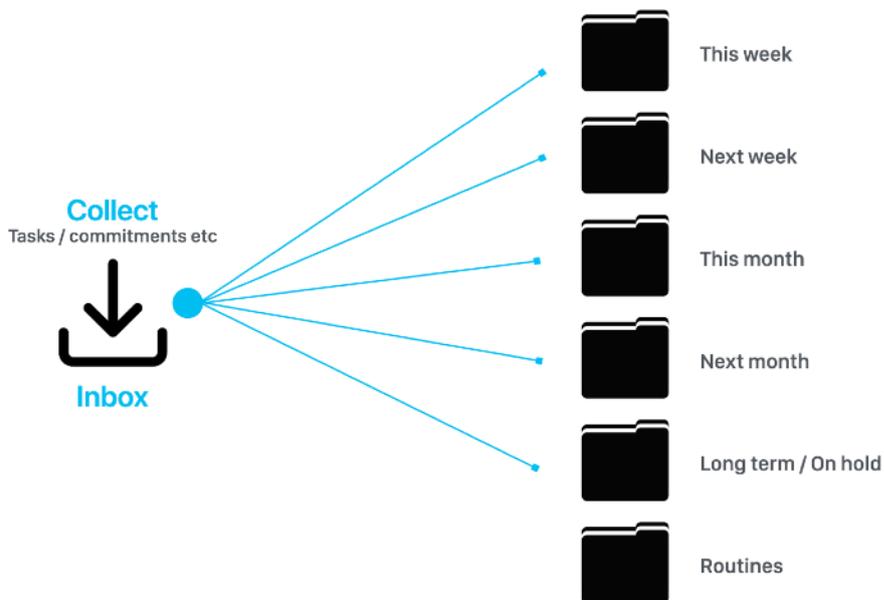


DAILY PLANNING

Throughout the day you will be collecting tasks and commitments.

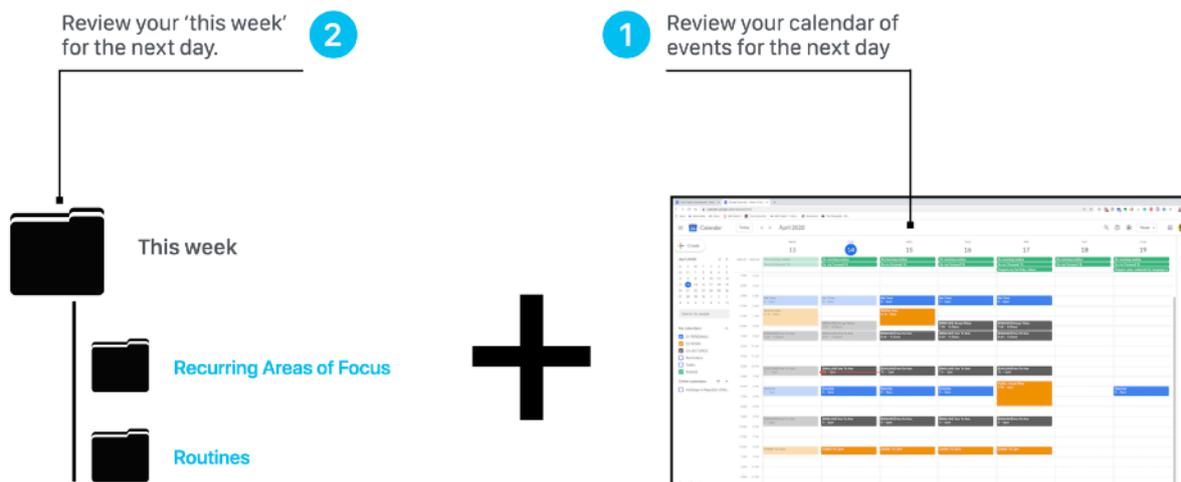
The first step is to process what you collected into their rightful sector. If a task needs doing this week, add the day you will do it and put it in this week's sector.

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)

--	--

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

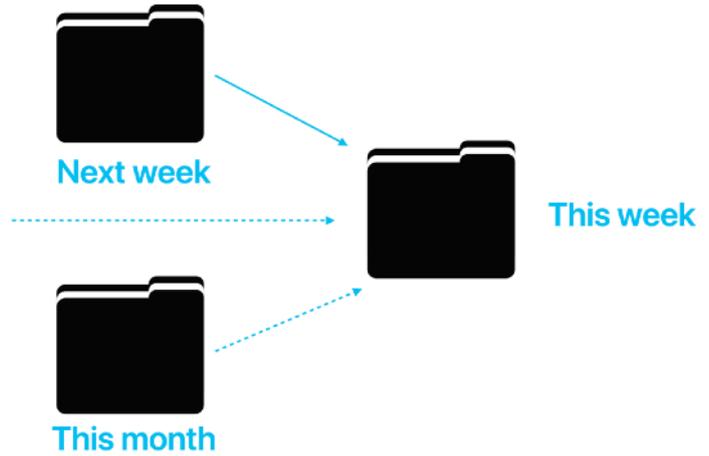
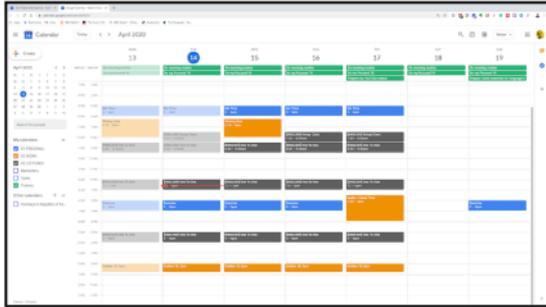
These are the very next tasks from the projects in your active projects list. Most days you will not get round to these, but if you do have spare time at the end of the day these are great tasks to get done because they keep all your active projects moving forward.

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

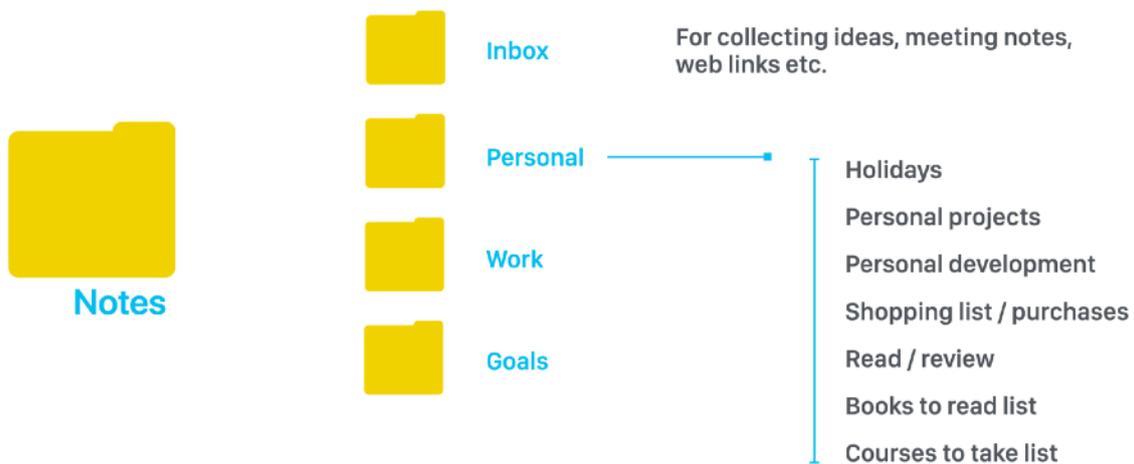
These tasks automatically move forward each week.

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

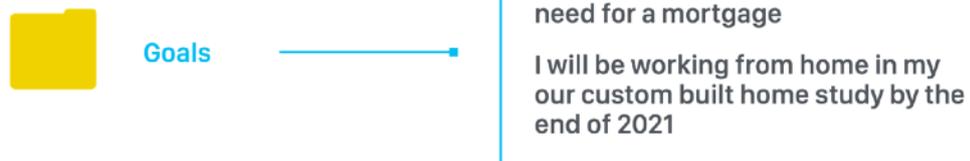
HOW TO MANAGE PROJECTS AND GOALS

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 folders in a hierarchy structure so you can easily switch between your roles.
- 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.



For your goals, make sure the title of your note is clear, motivating and written in a positive way.

not "Lose weight" or "stop smoking" etc. Instead write "I will weight 75kg" or "I will be a non-smoker"

This way, when you look at your goals list you will only see clear, positive statements.

I will have the fitness of an Olympic Athlete by the end of 2020

I will save enough money to buy a beach villa by 2020 without any need for a mortgage

I will be working from home in my own custom built home study by the end of 2021

I will save enough money to buy a beach villa by 2025 without any need for a mortgage.



Why?

To have a place to go when I need a break and to prove to myself I can do it.

How?

- Research how much villas cost on the east coast
- Calculate how much money I will need to save over the next 5 years.

Next actions:

- Open a savings account
- Begin putting money into savings account

With projects, you can add timelines, progress bars, files, notes and screenshots. Far more flexible than any to-do list manager will allow you.

You can customise what you see and where within the note to meet your own standards.

Create and launch new course on Time Sectors.

Deadline date: 1 May 2020

Main components: Video files, workbook, slide deck



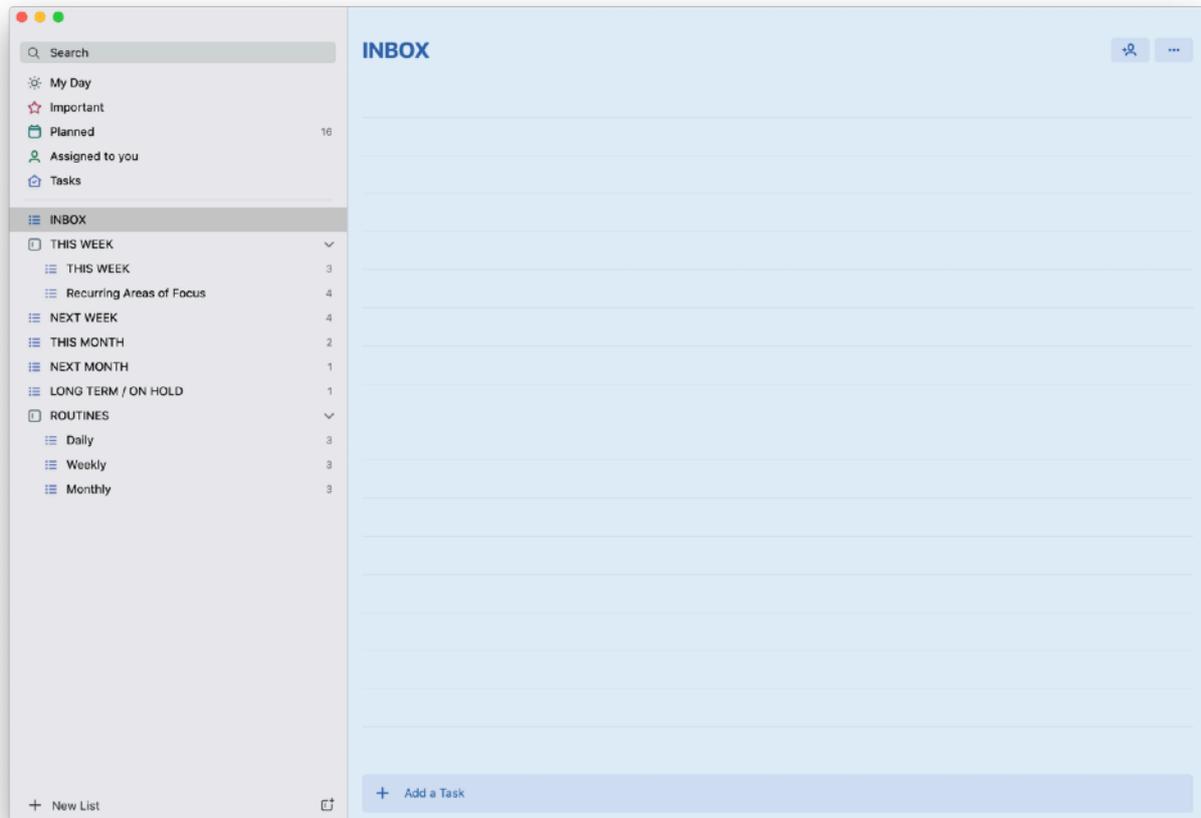
Theme and colour scheme - use this through slides and workbook

- Need to create logo for course. Keep it simple.
- Record videos on 3 April 2020
- Record headshots 14 April 2020
- Edit videos 20/22/23 April

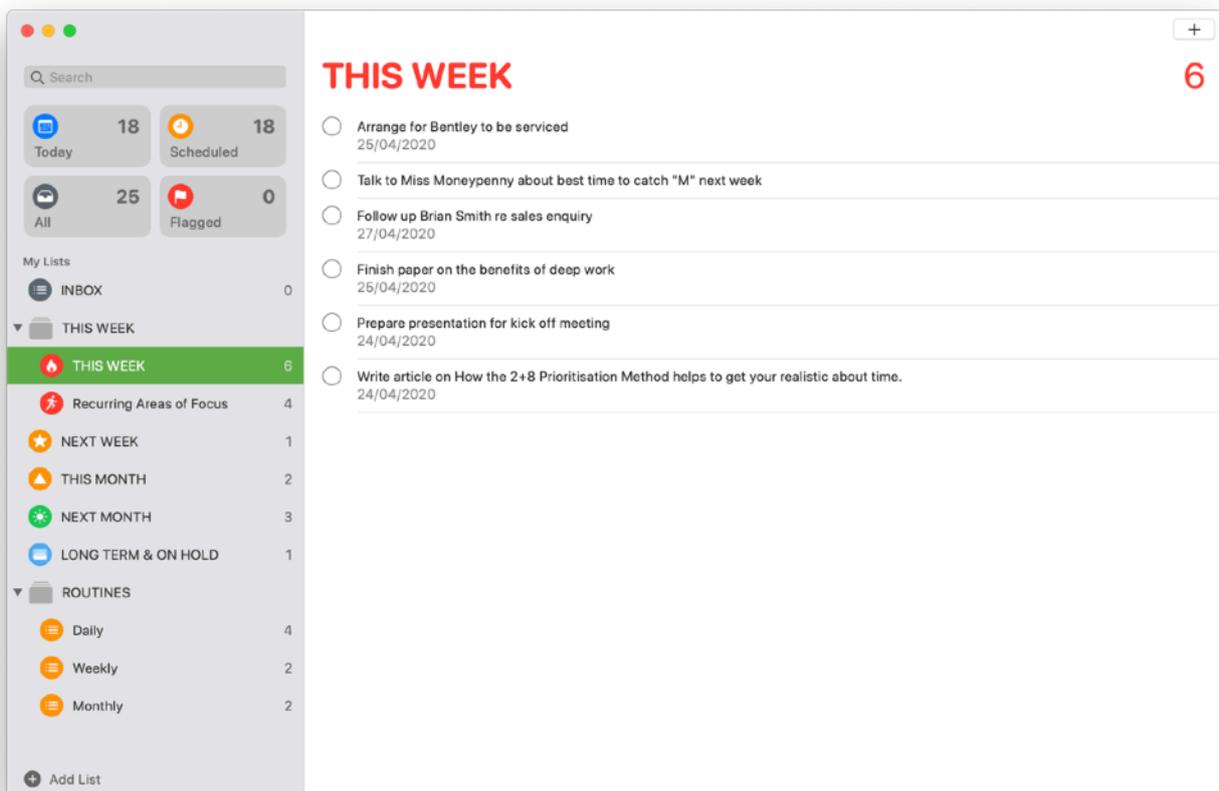
- Will need to finalise course name by 24 April so I can finalise the logo design
- What price should the course be?
- How best to develop marketing campaign?

SAMPLE SETUPS

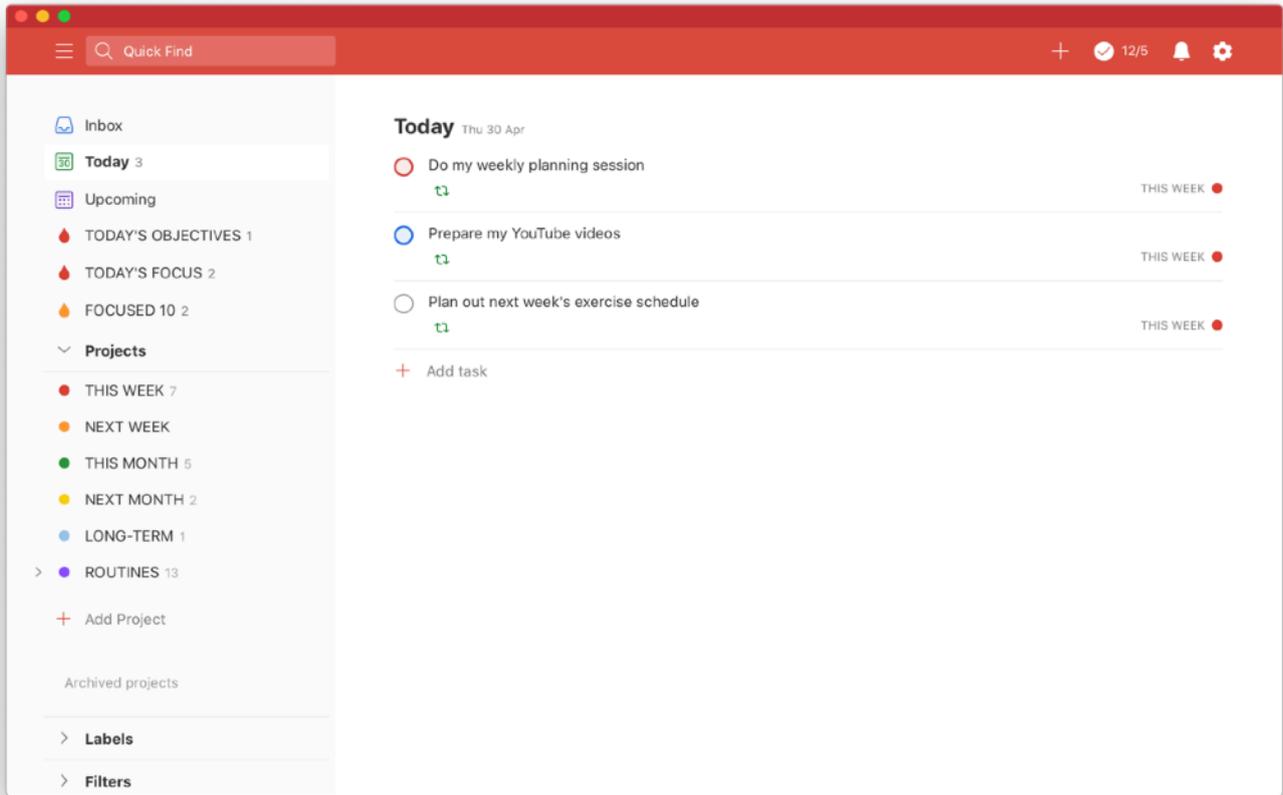
Microsoft To-do



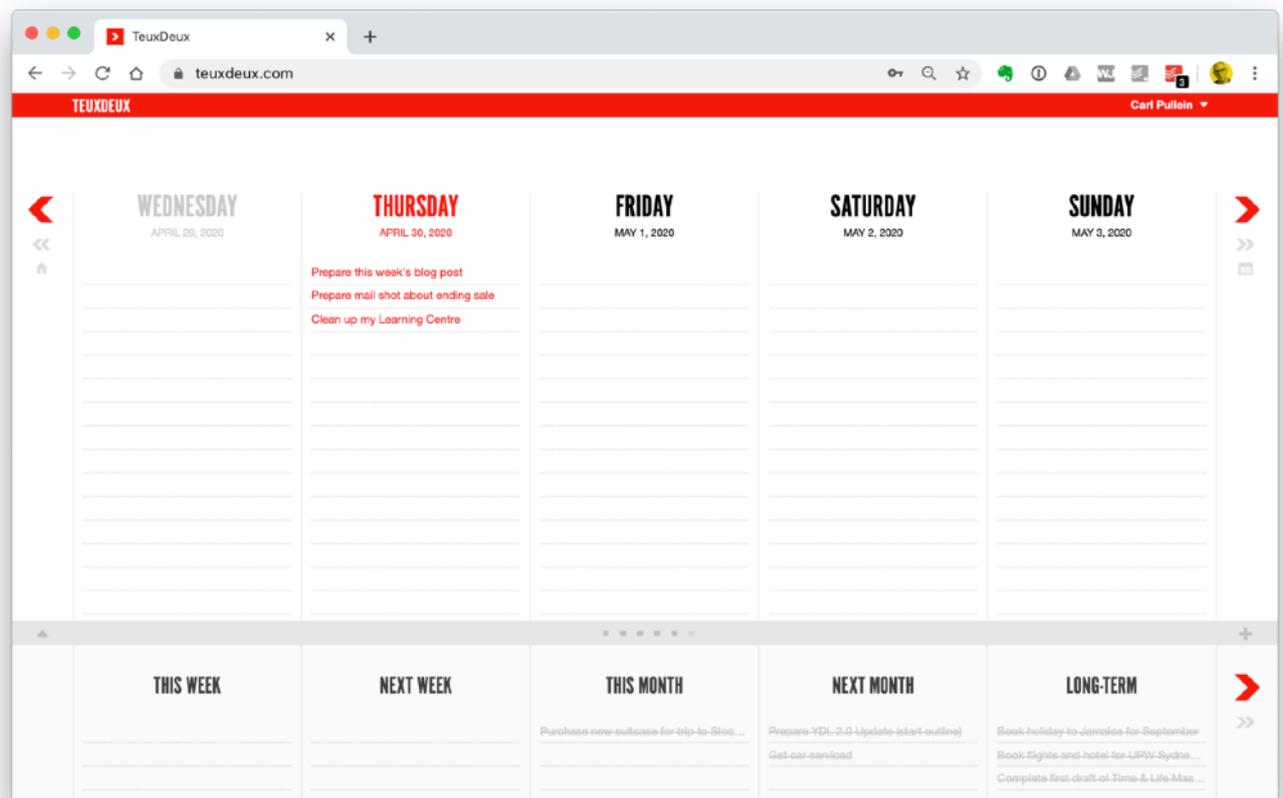
Apple Reminders



Todoist



TeuxDeux



**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.

Get yourself enrolled in my FREE Beginners Guide To C.O.D online course and start using my simple to create, easy to maintain, complete productivity system. <https://bit.ly/2rC0rFd>

Visit my Websites:

<https://www.carlpullein.com>

<https://carl-pullein.thinkific.com>

The Working With Podcast:

<https://www.carlpullein.com/podcast/>

Sign up for The Working With... Weekly Newsletter

<http://eepurl.com/c0Amvz>

Follow me @:

Facebook: <http://bit.ly/2nyurQA>

Twitter: https://www.twitter.com/carl_pullein

LinkedIn: <https://www.linkedin.com/in/carlpullein/>

Instagram: https://www.instagram.com/carl_pullein/

Email me: carl@carlpullein.com

