

TIME MANAGEMENT

Be a master of your time by becoming a master of your schedule

- **Do the work to get the energy**

Don't wait for inspiration to do the work. Tackle your biggest projects to gain energy and build momentum.

- **Develop daily routines**

Be willing to do what ordinary entrepreneurs miss. Develop world-class rituals that enrich your life and help grow your business.

- **Focus**

Work on one project at a time. No such thing as multi-tasking. Eliminate distractions by turning off technology. Work in 90 minute cycles on your business building days.

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- **Learn to say "no" and own it.**

The million dollar question: Is this thing in front of me in alignment with my current vision? Will this bring me closer to my year end financial goal?

- **Develop a world-class mindset**

Work expands to fit the time available. Theme your week. Bunch together appointment days. Work as if you are leaving for vacation next week.

- **Strategic time blocking**

What gets scheduled gets done. Rise early. Schedule your business building days. Schedule family, spiritual, adventure, learning, and sleep time.