

21st Century Time Management



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Free ebook

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1.1. Introduction

In my first year of coaching ALL my clients and many other potential clients, complained about not having enough time. I changed my business name to Time Creation and I focused on the niche of helping people create more time.

Everyone I work with finds more time. Some people work 20 hours *less* per week. Some reduce their stress from 9.9/10 to 3/10. Others improve their productivity by 50%.

What was happening in my programs that made so much difference to these people when all the time management tools they tried didn't help? I believe there are three main reasons.

Responsibility

Personalisation

Letting Go

This was the start point for the development of the 21st Century Time Management program.

THE TRADITIONAL TIME MANAGEMENT TECHNIQUES ARE NOT ENOUGH ANY MORE

The time management techniques that are being taught now have essentially based on the same principles for nearly 100 years.

The BIG question to ask is “are these techniques effective today, in the 21st Century?”

A quick way to check on this is to do this short questionnaire.

Do you feel like you are busy and you run out of time?	Yes / No
Does the length of your to-do list make you feel more stressed?	Yes / No
Are the time management systems you have learnt too complicated or time consuming?	Yes / No
Do you feel you can be more time effective but you are not sure how?	Yes / No
Does good time management mean being up-to-date with your tasks?	Yes / No

If you answered YES to 2 or more of these questions then your current time management systems are failing you. Either because you don't use them or because they are ineffective.

A YES answer to the last question means you definitely need a 21st century time management system – you need a new approach with a different mindset. Here is the free version of this system.

Time Management from the Heart *a 21st century time management system*

There are seven principles that form the foundation of the 21st Century Time Management system. These seven principles help you understand and set-up the program. A thorough understanding of the principles will help you to implement the program more effectively.

1. Let Go - You can't get everything done. You need accept this is true
2. Responsibility – take full responsibility for how you spend your time
3. Whole Life - Whole in one
 - a. Structure - Use a structure and your intuition
 - b. Capacity - Know your capacity
4. Personalize - Develop your personal version of the approach
 - a. Style - Recognise your thinking style and adapt your approach to suit your style
 - b. Values - Get clear on your top 5 values and the behaviours that reflect these values
5. Instincts - Trust your instincts
6. Feel Success – success is about how you feel NOT how much you get done
7. Build Your Personal Time Management System

1.2.21st Century Time Management Lessons

1.3. Lesson 1 - Let Go

The first time management principle is to LET GO. **The key** starting point for 21st Century Time Management is to recognise **that there are too many tasks that you could do.**

There are just too many options today. And the main objective of most marketing and sales departments is to get you to want their products or services. Add the options on cable TV, the internet and the “I’m always available” cell phone and you are constantly bombarded with requests or suggestions of things to do.

On top of that there are the social and community expectations that put further time pressure on you to have life balance, time with you partner, your kids, be healthy, re-cycle and reducing greenhouse gas.

There are just too many options. Yes, it would be nice to do all these things. In reality it is unlikely you will be able to do these to the extent you wish to. There is a way you can still feel like you are contributing in areas that are really important to you.

You need to LET GO of the idea that you will GET EVERYTHING DONE.

Let Go of the idea that you can catch-up and get on top of all the tasks you would like to do. It is not going to happen. The future of time management is about accepting that you will not get to complete all the tasks you would really like to do.

Time management in today’s modern world, is about *doing what is most important and what helps you feel good* and **being OK that the other tasks do not get done.**

21st Century Time Management is all about helping you do this – to do what is most important, to do what makes you happy and to be OK with not getting everything done.

So, how do you let go?

Letting go starts with literally having the insight that what I am saying here is true. Do you hear the little voice in your head saying “Yeah, I get this. That’s right – there is too much to do. There has to be a better way.”

Once you accept that this concept is true – that there are too many options and tasks to do to get everything done and “catch-up”, then you need to start managing your reaction to *NOT doing tasks*.

How will you make sure that you Let Go and be OK with NOT getting things done?

First, get clear on how you have felt over the last 6-12 months when you see incomplete tasks on your to-do list or you remember tasks that you have not done.

When I know there are tasks that I have not done I feel:

Now break this down further. Think about not doing a **really, really important** task that was **critical** for your work, your goals or your closest relationships.

What was the **really, really important**, how did you feel when you remembered it wasn’t done and what were the consequences.

Next, think about not doing one of the many tasks on your to-do list. How did you feel when this task wasn’t done and what were the consequences.

What do you notice?

Most people that go through this activity realise that there is a **big** difference in the consequences. There is a difference in how they feel, though often not as big as the difference in the consequences.

This helps you to *re-calibrate* your response to not getting tasks done. In fact every hour of everyday you are *not* getting things done, and you are surviving OK. It is only when you are reminded of these tasks that your emotional response kicks in.

Write down three main ways that you will keep yourself on track with Letting Go:

1. _____
2. _____
3. _____

Do the [Letting Go Assessment](#). The [FULL Time Management from the Heart program](#) has a Letting Go questionnaire. Your Letting Go profile will help you decide on the best approach to letting go.

More examples of [strategies to let go](#). The [FULL Time Management from the Heart program](#) has examples of the strategies others have used to Let Go. <http://www.time-management-central.net/time-management-system.html>

1.4. Lesson 2 - Responsibility

To create any change in your life you must first take FULL RESPONSIBILITY. **You are responsible for how you spend your time.** The 21st Century Time Management system can help you manage your time much better and reduce your stress, but the system can't do anything on it's own. YOU must take responsibility for making the system work.

Time management is much more about choices and decisions than to do lists and appointments.

At times taking responsibility can be very hard to accept. Situations, circumstances, other people (perhaps your boss or partner) seem to do things that cause you to run out of time or feel stressed. You can sit back and think "if they just left me alone I'd be able to manage my time well."

There are always choices. **Taking responsibility means you take the viewpoint that you have choices in all situations.**

Denying you are responsible means you look for reasons things do not go your way. You blame others people or the circumstances . I am not saying these things are not there. It does you no good to focus on those things, because you can't do anything about them. What you need to see is how **you contributed** to the outcome and what **you** could do differently.

Try this activity now:

Think of a recent situation where you had to work hard to finish something at the last minute (or you ran out of time before you got it done).

Write a briefly description of the situation.

List at least 5 of the reasons why you did not get this task done earlier:

NOW list at least 5 things **you could have done** to get the task done earlier:

See examples from our clients in the [full 21st Century Time Management system](#):

How will you make sure that you continue to take responsibility?

Write down three main ways that you will keep yourself on track with **being responsible**:

1. _____

2. _____

3. _____

Do the [Responsibility Assessment](#). The [FULL Time Management from the Heart program](#) has a Responsibility questionnaire. Your Responsibility profile will help you see your current level of taking responsibility.

More examples of [strategies to take responsibility](#). The [FULL Time Management from the Heart program](#) has examples of the strategies others have used to take full responsibility.

1.5. Lesson 3 - Whole-in-One

I believe, as a community, we have fallen into the trap of seeing our life in segments -- like there are separate versions of ourselves operating in different lives.

The third 21st Century Time Management principle is about seeing your whole life as one-life (that's why I spelt it whole-in-one). Most people separate work life and personal life. Life away from work can be split further depending on what you are involved in.

The problem that this causes is that you lose track of how your different *lives* or *roles* interconnect, especially in terms of spending time. Your life is ONE LIFE. And you have a limited amount of time to fit everything in to that life.

Your use of time will be more effective for you if you can SEE your life as ONE WHOLE.

I believe you need to have a visual representation of how you will use your time for ALL roles you play. This ensures that your roles are balanced and you are very clear about the time you will spend in each role each week.

How many diaries do you have? Often these days people have 4 or 5 diaries or different types. From your work computer to your phone to a family calendar.

How well do you think you can manage your time if your ***time allocation*** is in many different places.

Imagine your car had 5 different gas tanks. Your engine takes gas from different tanks depending on how you are driving. Each week you get 60 litres maximum. You do NOT have a fuel gauge. If any tank is empty when the engine needs it, the car stops.

How will you decide which tank to put the gas in?

This analogy is how many people manage their time. Separating their time into different tanks without knowing the fuel levels, the fuel required or when they will use each tank.

So don't handle your time that way. Look at your time like it is one full tank. Think about use of your time like a long drive (how much fuel will I need to get there) and use a fuel gauge.

There are several aspects to help you see your life as one life. They are:

- ✓ Use a structure
- ✓ Know your capacity
- ✓ Create one time management system
- ✓ Define and Balance your roles

1.6. Structure

The foundation of the system is structure. Many people have an initial resistance to the idea of structure, but please believe me when I say that it is critical to start with a structure.

I believe a structure is essential to use your time to get what you want in your life. The structure becomes the integral part your ongoing planning. A plan is essential to be effective, yet as we live day-to-day we seem to get caught up in *doing* rather than planning.

Let's look at some examples of where you EXPECT structure and planning to be in place.

Do you ever fly? How would feel if your airline decided NOT to use the air traffic control processes (plans) and NOT to have any flight plans. Would you accept that? No. Why not? Because it would not be safe.

There are many other examples. Going in for surgery is another example. Do you want a focus Plans and Process OR do you want a focus on Doing?

Yet, most people fall in to the trap of Doing rather than Planning.

When I talk to my clients and groups about this the first comment that comes back to me is “yeah, but those things (flying, surgery) are for really important situations and safety is a major issue!” Think about that response for a minute. This implies that your time is not important enough to plan for.

Do you really think your time in not important? Not important enough to plan for? THINK AGAIN.

So, if you expect a clear effective plan for important events like flying and surgery, then you should expect that same for your own time.

The next excuse I get is “it’s too hard to plan all the time.” And this I can agree with to some extent. Many time management systems are detailed and/or complicated. What I also see everyday is that **activity without a plan wastes massive amounts of time and energy.**

The structure that I have seen help most clients be more effective is a weekly plan.

First you need to create an **Ideal Week template**. Imagine a typical week in your life and think about what would make it a perfect week – your ideal week. That’s what you want to put on your ideal week sheet.

There are two rules. You cannot pretend you have more time – 24 hours a day 7 days a week – that’s it. Secondly, this is about a “normal” week – not a holiday away or not having to work or any other situations that are not typical for you. Create blocks of time (use different colors) for the different categories where you will spend your time. At this stage the blocks can be general and have headings like exercise, travel, work project 1, home project 2, time with family and so on.

Structure creates flexibility

*“the structure actually gave me more flexibility.” Dean
– Senior Executive, Consumer Goods Industry*

This insight was one of the most powerful I have seen. The impact on Dean was huge.

Dean was reluctant to use the structure initially because he thought it would be restrictive and rigid. What he found was that the structure gave him a much greater sense of what was happening for, what needed to be done and the time available to do it.

The visual representation of time helped Dean to see things differently AND it helped him to see how he could move things around to suit himself (and reduce time pressure). With no structure Dean had been at the mercy of management by crisis, constantly rushing to get things completed last minute and feeling trapped by the amount of work that was urgent.

This insight happens for all people who open their mind and are really prepared to change what they are doing to create a better life. **Structure creates flexibility and leads to time mastery.** I believe life mastery cannot happen without time mastery.

The next step in the 21st Century Time Management system is to create an ideal week structure. Make it colourful and make sure you have included all aspects of your life (not just work).

Just before I get you to define your ideal week structure, I want to introduce you to what I call **capacity**.

1.7. Capacity

Dean realised that his previous style gave him no flexibility and that the weekly structure gave him lots of flexibility. A key part of creating this flexibility is what I call **capacity**.

Capacity is the amount of hours available to you to do what you want to do. It is the size of your (time) fuel tank.

The weekly structure gets you to think about your weekly capacity. In the weekly structure you include EVERYTHING you want to do that week. I will explain more of the detail in how to do that shortly, but the point I am making is that this structure is about your LIFE not just work.

99% of all the people who have been through this process have AT LEAST 20 MORE HOURS OF TASKS than they can fit in to their ideal weekly structure (or any week for that matter).

Many people have two or three weeks worth of tasks that they think they will get done this week! And this is using their time estimates – which are almost always ill under the real time it takes to complete the task. And this does not allow for interruptions or unforeseen events.

Seeing your TIME CAPACITY in a visual weekly structure creates a huge BFO (Blinding Flash of the Obvious) for most people which is – “I try to fit too much in to my week, and that is why I run out of time and that is why I never get to do X!”

Yes, it seems simple, but when you see it physically, it really sinks in.

Let me paint a picture for you. Imagine your refrigerator for a minute. Your fridge has a certain capacity, a volume of stuff that can fit in to the fridge. Now imagine you go shopping and you buy lots of stuff that needs to be kept in the fridge – you know milk, cheese, drinks, meat, fresh vegetables, juice, cream, butter and so on. You get home and realise that you can't fit all the food into the fridge.

This is the same as thinking you will do all your tasks, but your time capacity is not enough to fit them in.

What happens to the food that won't fit in the fridge? You either give it away or it is wasted!

The major BENEFIT of the weekly structure is being able to easily see when you are at (or near to) your time capacity. When you see this you can now make better choices about how to spend your time.

One of the MAJOR insights that people when they go through this process is that they **see** that there is much less time available than they imagine. When you apply the weekly structure for a few weeks you will see that there are many tasks that you will never get around to doing.

This is the BIG SHIFT in MINDSET that is a KEY part of 21st Century Time Management.

I want you to be able to see how much you can fit in to your week as easily as you can see how much food will fit in to your refrigerator.

Most people most weeks buy too much – not food – tasks. The tasks you buy-in to doing in your head don't fit in you time capacity. Just like you wouldn't keep buying more food than you can fit in to the fridge each, I want to help you make sure you don't buy-into more tasks than you can do in a week.

There are so many food choices and temptations and advertising pushing you to buy more food, but you know how much capacity you fridge has so you buy what will fit and, although you may like some of the options that are available YOU CHOOSE which ones to buy so you can fit them in.

The same applies with time – acknowledge there are far more tasks that you would like to do than you will ever get done.

So now it is time to create your ideal week structure.

The [FULL 21st Century Time Management program](#) has complete instructions and a checklist on how to create your ideal week, including several examples.

[Download the blank ideal week worksheet.](#)

1.8. Personalize

One of the main reasons that most time management courses and programs do not work for many people is because the system is a “one-size-fits-all” approach. I have heard this feedback from hundreds of people. Perhaps this is partly an excuse rather than a reason. I also believe many people are not sure what to do when some parts of the system do not seem to work for them. Should you persist with the program sticking 100% to all the “rules”? Or do you use the bits that seem to be useful to you. Unfortunately what I do see is that people stop using the system.

[Time management coaching](#) is the ideal way to work through these questions. A time management coach will help you to work out what part of a time management system is good for you, even when it feel uncomfortable, and what part of the system doesn't suit your personal style. You end up with your own tailored time management system.

A personalized time management system is what I want you to create using the 21st Century Time Management principles.

To do this you need to understand some really important aspects of yourself. They are:

Your dominant **time perspective**
Your **thinking and communications** style
Your preferred **learning** style
Your top 5 **values**

The [FULL 21st Century Time Management program](#) includes short, simple assessments for each of these to guide you along the way. Then I provide suggestions throughout the process for the different styles and key points where you need to stop and reflect on your styles and values, then add you personal touch to your time management system.

Let's look briefly at each of these aspects of yourself and how they fit into a time management system.

1.9. Time Perspective

Your time perspective has a significant impact on your behaviour and the way you spend your time. Research over the last 10 years has shown that your time perspective is related to making money, achieving goals,

addictive behaviour, mental health and several other behavioural patterns (ref The Time Paradox).

There are three major time perspectives according to Philip Zimbardo and John Boyd, the researchers and authors of The Time Paradox. They are Past, Present and Future. Each of these then has a further perspective. Here are all the perspectives with a short summary.

High Past Positive

Often recall happy past events like “the good old days”. Usually happy, have fun, have friends, see the bright side of (past) life. Usually resist change, meeting new people, new ideas, prefer to stay with that they have done in the past as they see the past as positive.

High Past Negative

Recall painful past events regularly. Keep going over past regrets and replaying past negative events in their mind. Not easily conned or deceived, able to see risks in any situation. Tend to be shy, anxious, nervous and often unhappy.

High Present Hedonists

Spontaneous, fun focused people who live in the present minute. Their lives revolve around short-term fun. They have lots of friends, are usually happy, seek new experiences, and enjoy the moment. Can also max out their credit cards, have risky short term sex, risky drug and alcohol experiences, move jobs (sometimes by choice), can throw temper tantrums when they don't get what they want NOW, get bored quickly.

High Present Fatalists

Live in the present and believe FATE determines everything (rather than what they do). Hot temper, blame others, rarely conscientious, prone to anxiety and depression.

High Futures

Planners who focus on goals, delaying gratification and keeping commitments. Healthy, successful, make the most money. Can miss out on enjoying their success, don't stop to smell the roses. May make sacrifices for future benefits that never arrive. May see their past and present as lacking fun and success because they focus on the next goal.

High Transcendental Futures

Believe in life after death or in leaving/upholding a legacy or tradition that spans many lifetimes. Usually patient, happy and content. May consider the present doesn't matter. At the extreme may be willing to sacrifice themselves and others for afterlife rewards.

Which Time Perspective do you have?

Take the ZTPI and get your Time Perspective profile, which is included in the [FULL 21st Century Time Management program](#) .

1.10.Th inking and Communications Style

Your thinking and communications style significantly impacts on how you perceive events in life, your emotional and cognitive responses to those events and how you make decisions. And just as important is to understand that **other people do NOT see things the way you do**. Their style and background is different to you. That's normal and that's OK. Recognising this helps you to communicate more effectively and make better decisions, especially when they involve other people.

Remember how I said that ***time management is much more about decisions and choices*** than to-do lists and appointments. *This is why understanding your style and other people's styles makes a huge difference to your time management.*

A simple example of two styles is a creative type person gets a sudden great idea and they want to tell everyone. So they run around to everyone in the office and tell them to go the meeting room for a meeting right now. The analyst type people now feel uncomfortable, annoyed and, after the meeting, will probably feel like it was a big waste of time.

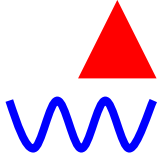
As you were reading this you will have related more to one of the people than the other. This tells you about your style.

Your style will influence what your time management system looks like. Your personalized system will need to help you to manage your time management weaknesses. But, just as important is that the system needs to be suited to your style so that it feels like it is part of you and is effective for you.

If you have done the Myer Briggs or DISC or other similar profiles you can use these to personalise your time management system. Get your profile and identify your strengths and weaknesses. Think about how these relate to time, life balance, accepting responsibility and letting go. Make recommendations for yourself about key factors to be included on your time management system.

The [FULL Time Management from the Heart program](#) has a Communication style questionnaire. Your communication style profile will help you Personalize your time management system. There are specific recommendations on what to focus on for each communication style. Do the [Communication Styles Assessment](#).

What is your communication style?



-- Triangle – Direct, confident, takes control, achieves goals, task orientated, fast paced, will do whatever it takes

-- squiggly line – Driven by emotion, creative, enthusiastic, loud, life of the party, spontaneous, loves attention, talkative



-- square – detailed, thorough, logical, like to be planned and prepared,



-- circle – wants to make people happy, people focused, builds strong relationships, builds trust, keep harmony, always helping

What are your time management strengths and weaknesses?

1.11.Le arning Style

Did you know that we all have a preference for the way we learn. Some people prefer to be hands on do things and try things. Others learn better when they see things in a visual representation. For others hearing something really helps them to understand it.

These are different learning styles. Ideally we should all get to learn everything by doing, seeing and hearing. Each person though has a preference – a mode that makes learning easy for you.

Circle your your learning style preference?

Auditory
Kinaesthetic
Visual

If you are not sure the Do the [FULL Time Management from the Heart program](#) has a Learning Style questionnaire to identify your learning style preference.

The [FULL Time Management from the Heart program](#) has recommendations for each learning style and how to incorporate them into your personalized time management system.

What is your learning style?

What will you do to use more of this learning style in your time management system?

1.12. Va lues Clarification

Now it is time to do the values clarification assessment.

Being really clear on your top five values AND the behaviours that reflect those values is a HUGE part of the 21st Century Time Management system.

Your top five values are the aspects of your life that are most important to you. These values drive your motivation, your emotional responses (conscious and subconscious) and the mindset that you see the world from.

21st Century Time Management is about making time for what is important – YOUR TOP FIVE VALUES – and feeling good about your life. Guess how you feel when the way you spend your time is in conflict with you top values – yep, stressed, frustrated, de-motivated, disengaged and so on When you spend time living your values you are much more likely to be happy and have a fulfilling life.

Knowing your top 5 values intimately, will enable you to make better choices on where you spend your time so you create the life you want.

What most people find when they go through this activity is that they have many more than five (often around 20) values that they are trying to live by. When you have 20 important values it is almost certain some will be in conflict with each other or with your goals. Values conflict creates what I call invisible barriers.

Now I am not saying you can't have 20 values that are important to you. What I am saying is that to be have highly effective time management you need to know which values are in your top 5. And this means you will have to leave out some values that are important to you. It doesn't mean the ones yo leave out are no longer important, but rather it means **your top 5 are more important.**

[Download the Values Clarification Activity.](#)

List your top 5 values (preferable one word) and how you define those values.

Now that you have your top 5 values I need to include those into your time management system. By definition, if you are “*living your values*” each day/week you will be spending time on what is most important to you.

How will you include your values into your time management system.

For more information on how to include your values in your personalized time management system get the [FULL Time Management from the Heart program](#). The system has a 100% money back guarantee, so there is nothing to lose by trying it.

1.13.Lesson 5 - Trust your Instincts

Trusting your instincts and trusting yourself is probably where the 21st Century Time Management approach is unique and most different from other time management systems. This is where you bring your He♥rt to your time management system.

Trusting your instincts means you *don't worry about how all the formal parts of the system come together*. I could go into fine detail about how to use the system. But what I have noticed is that most people have a very good intuitive sense of priorities, sometimes much better than your conscious thinking.

There are usually only 1 or 2 **really** important tasks each day. I believe that once you make sure you are spending consistent time on the important areas of your life, you will intuitively spend time on the tasks that are best for you.

The way this works is that you use your weekly plan to keep your focus on the most important things in your life. Your weekly plan also gives you some structure, in that **you know at any point in time, what is the most important task for you to be doing right now**. Then the other tasks get done in the remaining time. You will never get all of your tasks done. You will never “*catch-up*” with everything. BUT, what will happen is that things that are **right for you** do to, will get done.

When I say *right for you*, I mean that the task benefits **you** in some way. Often this will be about how you feel or about building relationships with others or about having fun – **right for you** doesn't have to mean doing something that you don't like or that is hard or that you *should* do. In fact, I suggest that tasks you find hard or think you should do have a deeper message for you. It's possible the task is not really important to *you* right now, OR there is a conflict with your values, beliefs and goals. (Coaching can be a great help in these situations – see <http://www.timecreationcoaching.com> for more information)

People get caught up believing that *have to* do the tasks on their list.

You don't have to do anything in this part of the 21st Century Time Management process. Just use your weekly plan and in between the big stuff, do whatever feels right. The *right* task often comes to mind in the

Free Time Management Course – 21st Century Time Management
moment or you might scan you to-do list and something will *jump out at you*.

The key is to trust yourself. And this is where the weekly plan is a major help.

You know you can trust yourself, because you know that all you really important tasks, values and goals will be done – they are in your plan. Remember your plan only has the highest priority tasks in it AND you have made sure that your weekly structure fits your capacity – that means you know you can do all the tasks on your plan.

Knowing the BIG STUFF is taken care of means that you can trust yourself to intuitively select the other tasks to spend your time on.

1.14.Lesson 6 - Time Management Success

Time Management Success is about **how you feel** NOT how much you get done.

The 21st Century Time Management approach is all about making sure you do the tasks that will help you to feel good about yourself. To feel happy, to feel satisfied and fulfilled. To feel enjoyment, to feel love.

That is why values and goals are so important in this approach. Your values and goals guide you to what is most important in your life.

Almost all time management programs look at success as getting it all done or getting *on-top of* things. The focus is on how much you get done. The problem with that is there is always so much more to be done. And, in our 24x7 society it's getting worse. There is more and more that could be done.

So I want to help you make a significant change in your life. **A change that will make a HUGE impact on your life happiness.** Adopt the 21st Century Time Management mindset, which is about making sure you do the things that will make you happy in your life, rather than doing stuff so you can *catch-up*.

Why is this important?

The simple answer is that life is for living now. In my experience you can't "work hard for 10 years" and neglect your values and other aspects of your life and rationalise this by saying to yourself, "I just have to do this now *and later I will ...*"

- spend more time with my partner
- spend more time with my kids
- improve my fitness
- play golf

The "*.. and later*" never happens. Either tragedy or habit gets in the way.

21st Century Time Management is about being able to find the time to be the best you that you can be.

So time management success is really about spending time doing the things that help you feel happy, help you feel satisfied and fulfilled.

Do you get fulfilment from “*catching-up*” on all your tasks? Usually the response I get is “no. I just feel a little relieved or slightly less stressed.”

Imagine for a minute you are drowning (I’m sorry, I know it is not pleasant, but stay with me please). Do you get your head above the water, YES! But, if your objective is ONLY to get your head above the water and then tread water, how do you feel? **Do you think you are fully motivated to tread water? Often people reply “I’d do it for a little while and then probably give up.”**

That’s what you do in life too. If you set goals like treading water, which is not very motivating, you try for a little while and then you give up.

Aiming to catch-up is like trying to tread water when you are drowning. You know in the back of your mind you will go under again – unless something changes. My point is that you don’t want to just catch-up. That’s not how you want to feel. You want to be saved from drowning. You can tread water for much longer if you focus on being saved. **What does “being saved” look and feel like to you on a daily and weekly basis?**

Your answer is how you define time management success.

Write it down.

Time Management Success for me looks like:

Download the I feel GAGA sheet to help you complete the *Time Management Success for me feels like* activity.

The [FULL Time Management from the Heart program](#) has a Examples of how others have defined time management success for them.

21st Century Time Management One Page Personalised Plan

The next activity is to create a one page plan that defines your personalised 21st Century Time Management system.

You can [download the blank one page time management plan](#) that has the structure and some instructions on how to fill out the page. You will be using all the information you have collected in each of the lessons.

The [FULL 21st Century Time Management system](#) includes the blank template, detailed instructions and examples of a one page personalized time management plan.

1.15.Le sson 7 - Build Your Personal Time Management System

In this lesson is where you get started putting together all the parts of **your** 21st Century Time Management system.

Block out 2 hours this coming Friday. The time that has worked best for people doing this for the first time is at the start of the day on Friday. Usually this is as soon as your get to work. Make sure you will not be interrupted (get away from your desk). You can do this away from the office as long as you have all the materials you need with you.

I suggest you start by using a simple planner. One week to two pages. Ring bound so you can easily add pages for notes and tasks. Keep it simple -- appointments by week, notes and tasks – that's all you need. **Your planner now goes with you everywhere.**

From now, ALL notes and ALL tasks get written in **the ONE planner** you now have for everything.

This is the point where many other time management courses go into fine detail about where to put notes, appointments, tasks and so on. I am NOT going to do that. Appointments go in to the calendar, tasks in the task area and notes in the notes area. Keep it simple. And make it work for you.

Setting up the system

Allow 2 hours to get the system set up the system and do your planning for next week.

Start by transferring **all** appointments, business and personal, into your new diary/planner. File your old notes and diaries somewhere out of sight, but available if you really need them.

OK – now you are ready to do your planning for next week – feels good hey :-)



THE FIRST WEEKLY REVIEW AND PLANNING SESSION

The first review and planning session will take longer than the ongoing sessions as you are setting up the process. You should **allow an hour to do the first weekly review and planning session**. (this is part of the 2 hours I mentioned earlier, not additional)

In the first session you review the notes and tasks you have just written into your new planner to get clear about what are your urgent priorities for next week. Check that all your appointments are in your planner. Use your ideal week structure to plan the week

The weekly plan

Your weekly plan comes from your weekly review and your ideal week structure. This is where you take your current situation and merge it with your ideal week, so you have a plan that is based on your ideal week structure and is filled with tasks that are relevant for *the coming week*.

Fill in the specific content for this week based in the structure in your ideal week.

You probably still have too much planned into your week, but that is something you need to experience and work through as you do the ongoing weekly review and planning. Eventually you will find that there are a number of *gaps* in your weekly plan. This is good. You use these gaps to do the tasks that feel right at that time.

* = NOTE – often at this point people start to feel uncomfortable because they see their week is full, BUT they do not feel there is enough in the plan. This is normal and it shows you how you have been conditioned to try to fit in way too much each week. Trust yourself and let the weekly structure guide you. The most important things WILL get done.

Your top 5 outcomes for the week.

The 21st Century Time Management program is about connecting you to the things that are most important in your life. So it makes sense to make sure you are doing this each week. The first part of this process is to identify the top 5 five outcomes you want to achieve for the week. Some (if not all) of these goals should be connected to your goals for the year. **In simple terms your top 5 goals for the week are the tasks that, if you only got those five things done, it would be a great week.** Your top five goals for the week are written on your weekly plan.

ONGOING WEEKLY REVIEW AND PLANNING SESSION

Each week – I suggest on Friday – you will do your weekly planning session. This becomes easier and more fluent each time you do it. As you have now started the process there is less to do in the session.

Review the past week and see what you achieved and you feel. Make adjustments based on your review.

* = remember the most important outcome is how you **feel**. When you feel fantastic, happy, content, satisfied, at peace ... about each week, then you know your 21st Century Time Management system is working ill for you.

Tips

- Schedule less rather than more
- Communicate to other people what you are able to and NOT able to complete that week
- Use short, succinct specific outcome focused language in the plan – e.g. *finish & email management report* rather than just *report*. *Complete sales presentation for ACME* rather than just *presentation*.

Daily Check-in

Your daily check-in is to keep you on track each day. Some people have several short check-ins each day. Most people tend to have a morning or late afternoon check-in. During the daily check-in you review what has happened during the and make adjustments to your plan and your priorities as needed.

Your daily review is short and sharp. It should only take 10-15 minutes and each of these review points only a minute or two each. The daily check-in is about making sure things are still relevant. It is NOT for in depth planning or reflection.

“Anything worth doing ill is worth doing poorly at first!”

Brian Tracy, self made millionaire and author of *Maximum Achievement* and many other books on success.

When you do something for the first time you don't get it right. When you first learnt to ride a bike you nearly fell off (or you did fall over). When you first learnt to drive a car it's hard and you think, “how am I ever going to learn to do all these things – but you do.”

Yet, you seem to forget that learning takes time. You get an expectation that you should be able to do really well almost immediately – like say, time management planning. Lots of people give up if they don't get it right in the first week or two.

Time management is like riding a bike. It takes time before can get the momentum and balance just right – but when you do you are off and riding fast and confidently.

You may get your planning just right in 3 or 4 weeks. Or it may take 8 to 12 weeks. Either way it is worth it. You will feel like you have an extra 7-8 hours a week. That's 4 work days a month. More importantly you will feel content and be enjoying life – **from the He♥rt.**

The [FULL Time Management from the Heart program](#) includes the easy to use checklists for setting up the Time Management from the Heart System, the Weekly Planning and Review and the Daily Check-in. The system has a 100% money back guarantee, so there is nothing to lose by trying it. Get it today - [Time Management from the Heart program](#).

Good luck. I would love to hear how you are going. You can ask questions and provide [feedback on the web site](#).
<http://www.time-management-central.net/contact-us.html>