

# The Three Keys To Time Mastery



**Performance Consulting Services  
James A. White Sr.**

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## Agenda

- Welcome
- Ground Rules
- Introductions and Expectations
- Identification of Time Mastery
- Time Mastery Solutions Exercises
- Next Step
- Close/Action Plan



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## Ground Rules

- Be open and receptive to new and different ideas, approaches and concepts
- Participate! Get involved, ask questions
- Offer your thoughts and ideas
- Listen! Be determined to learn something new!
- Challenge hard to understand concepts
- Refrain from side conversations
- Respect other's ideas and opinions
- Have fun!



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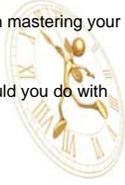
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## Introductions and Expectations

- Name
- What will you contribute to create a successful training experience today?
- Think about one issue or challenge you have with mastering your time professionally and/or personally
- If you could gain two extra hours a day, what would you do with them?



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## Only A Minute

I have only just a minute,  
Only sixty seconds in it,  
Didn't seek it, didn't choose it,  
But it's up to me to use it,  
Give account if I abuse it,  
Answer for it if I lose it,  
Just a tiny little minute,  
But **eternity** is in it!

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## Time Management Skills

"For ten years researchers studied the behavior of busy managers in nearly a dozen large companies.

Their findings on managerial behavior showed that fully **90% of managers squander** their time in all sorts of **ineffective activities**.

In other words, a mere **10% of managers spend their time in a committed, purposeful, and reflective manner.**"

Dr. Helke Bruch and Dr. Sumantra Ghoshal,  
Harvard Business Review, 2/2002

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## *Time Mastery...*

1. Accomplishing More ....  
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2. At Work ....  
\_\_\_\_\_
3. Weekends and Evenings....  
\_\_\_\_\_



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**Key #1** *Grounding Time Mastery:*

To get more from my time and my life I must....

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I have direct control over....

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NOTE: Taking the above info into consideration, what challenge do these two points present?

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## *Losing Time*

- When you waste or lose time, which increments of lost time has the greatest impact on you and your life?

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**Key #2**

*Now!*  
*(The Moment)*

Short-Range Goals

Mid-Range Goals

**Bridging  
The Gap**

Long-Range Goals

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**Key #3** *Getting The Most From Your Time*

Depends on : What you do?  
When you do it?  
Why you do it

The Moment

Juggles

Mission and Goals  
Priorities

Professional Personal

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*When Trying To Get The Most From My Time  
And Life I Find The Following Obstacles:*

**Individual**

Business Life	Personal Life
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**Group Consensus**

Business Life	Personal Life
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*The Greatest Challenge  
Many People Face Today*

- Organizationally
- Professionally
- Personally



Successful Work / Life Balance

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*Addressing The Use / Addiction  
Of Cell Phones And Social/Professional  
Media / Technology*

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*Can You Manage Your Time Without A  
Mission or Goal?*

- If you don't know where you are going...  
any road will take you there.
- Failing to plan, is planning to fail



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# *A Pre-Assessment Of Your Time Mastery System*

## *Assessment Handout!*



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## *Alignment Thinking*

- The greatest single business challenge today is... aligning business, professional, and personal day-to-day actions and behaviors, with the organizations vision, mission, principles and goals.
  
- **“To do list” frustrations** is a stress producer, thus negatively impacting the business bottom line;
  - Loss of productivity
  - Interruption of successful business efficiencies
  - Financial over runs and setbacks
  - Employee burnout, withdraws and shut down
  - Toxic attitudes and behaviors
  - Mental and physical health issues
  - Children and parental care



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# *Fundamentals of Time Mastery*



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COMPLEX PROCESS

\_\_\_ OR \_\_\_

SIMPLE NEXT STEP

**Challenge...** To adapt and adopt each step of Time Mastery, on each level, to real life.

(If your intent is to let go of the process, then you need a systematized approach which hold it all together )

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## Business Goals Setting long-range

Practicing  
 Imaging/Affirmations

Organize by: Time, People, Items

Focus Priorities Weekly & Daily

Clarity Mission/Vision & Goals

Total Involvement In My M.I.N.

Abandoning All Else

Knowing My Most Important Now (M.I.N.)

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## Time Consumers and Frustration

To Do List Frustration

Dilemma of the Double Standard

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# Priority Planning Sheet Handout




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*Example: At A Specific Time Each Week*  
**REVIEW:** Goal Summaries Last Week Calendar  
**PLAN:** Business and Personal Priorities for the Week To Come

Business Priorities		Personal Priorities	
	Est. Time		Est. Time
Update "XYZ"	4 hrs	Time Alone With Kids	
Competitors File	6 hrs	Wallpaper bedroom	1/2 day
20 Cold Calls - N. East Region		Car Repair	
Finalize Proposal - Ajax Corp.		Exercise - Swim	5 hrs. Mon-Th.
Mon. Follow up cold calls		Mon.	
Tue. Dept. Mtg		Tue.	
Wed.		Wed. Ron's B'Day	
Thurs.		Thurs.	
Fri. City Expense Report		Fri.	
Sat.		Sat. Movie	
Sun.		Sun.	

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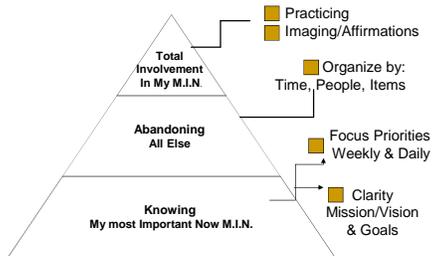
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## Now... Involvement in your M.I.N.




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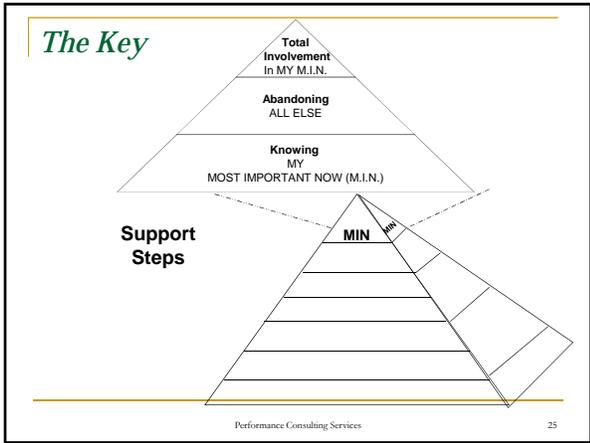
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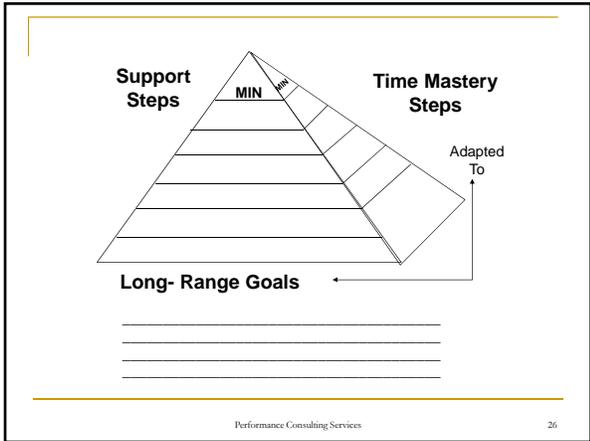
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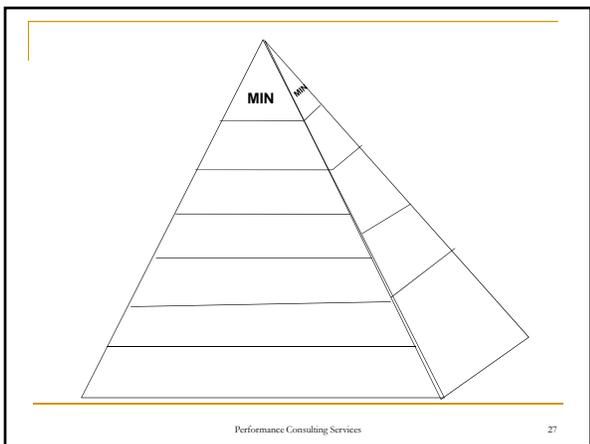
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## Action Plan

Think about personal actions that you can do to improve your ability to deal with time better. Choose one action that you can do within the next few days and complete the following statements:

A. Things I will try to do differently during the next few days...

B. My plans for sharing what I have learned with others are...

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# Thank You!!!

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