



### **STAY TRUE TO YOUR PURPOSE**

You always get your energy refilled when you stay true to your purpose.

### **TIME IS NOT THE SAME FOR EVERYONE**

People who put a high value on time usually get more money for their time.

### **GIVE OURSELVES THE TIME**

People with less stress do upfront planning that focuses their time to do it right.

### **POWER IN WHAT WE IGNORE**

What we ignore provides us the time to focus on the important and achieve it.

### **TIME BOX THE UGLY**

Set a time limit for things you don't like doing and challenge yourself to beat it.

### **ACTIVITY CAN BE YOUR ENEMY**

Just being busy is really your enemy. Focus on achievement.

### **NEVER YOUR NUMBER ONE PROBLEM**

The problem of time is just simply a symptom of not having a clear focus.

### **APPEARS MORE DIFFICULT, BUT ISN'T**

If you don't invest time to understand it, it often appears more difficult.

### **CREATE YOUR OWN MEANING**

To keep motivated, we have to find our own meaning in what we are asked to do.

### **APPRECIATE TIME**

Value our time and the time of others, and others will value our time as well.

### **TIME AND ATTENTION**

In relationships, it's not the % of time, but the % of attention we give others.

### **TIME FOR THE IMPORTANT**

For the successful, the time for the important always goes into the calendar FIRST.

### **AIM IS A GREAT WAY TO FOCUS**

Having a target is great for your focus. It's about what gets you there faster.

### **COMPETE WITH THE IMPORTANT**

You move forward faster by forcing the urgent to compete with the important.

### **PAY THE PRICE EARLY**

Pay the price early (do what is necessary) to get a better price later on.



### **PREPARED TO SAY NO MORE OFTEN**

With a clear focus, you are much better prepared to say NO, and keep that focus.

### **BALANCE OF URGENCY AND PATIENCE**

There are times when having a little patience pays off in the long run.

### **CLOCK NEVER STOPS RUNNING**

Time versus money is the scarcest resource we have, so treat it appropriately.

### **DELEGATE TO RAISE YOUR GAME**

Do things you shouldn't be doing, and it's really difficult to raise your game.

### **MARKING TIME = TIME IS UP**

Life is a continuous improvement. When you begin marking time...time is up.

### **MOST IMPORTANT TIME**

The most important time is NOW. Achievement is accumulated NOW's.

### **BEST USE OF MY TIME RIGHT NOW?**

Ask "What's the best use of my time right now?" to make better choices each day.

### **TREAT TIME AS MONEY**

Successful people treat time as money...(managing it well)...because it really is.

### **ON THE CRITICAL PATH OF EVERYTHING**

Leaders who don't delegate find themselves on the critical path of EVERYTHING.

### **LOSING TRACK OF TIME**

If we are working in our passion, we tend to lose track of our time (enjoying it).

### **FOCUS TIME FOR OUR FOCUS**

Unless we invest quality time in key focus areas, we can never achieve our goals.

### **FOCUS IS A COMPETITIVE ADVANTAGE**

Everyone gets same amount of time, so create a focus to make the best use of it.

### **CREATE A NO LONGER TO DO LIST**

Find the time for what you want to do...by stopping what you shouldn't be doing.

### **DANGER OF CONVENIENT EXCUSES**

We can either make results or excuses...just not both at the same time.

### **CONFIRM WHAT'S MOST IMPORTANT**

We need to invest in reflection time to get clarity on what's most important.



### **MATTER OF TIME**

Once you have the belief in yourself to make it happen...it's just a matter of time.

### **KNOW WHERE IT IS GOING**

The most successful people know where their time goes. Do you?

### **VALUE YOU PUT ON YOUR TIME**

Others will only value your time to the level that YOU value your time.

### **READY WHEN IT'S YOUR TIME**

The successful do their prep and ready for action when the opportunities come.

### **DOWN TIME CREATES BETTER UP TIME**

Ideas from our time off drive more achievement in our time on.

### **CONSTRAINTS DRIVE MORE INNOVATION**

Unlimited (or even sufficient) time and money destroys innovation.

### **TIME CAN BE YOUR BIGGEST PROBLEM**

Productive people decide the time to dedicate for the task upfront AND stick to it.

### **TIME TO THINK**

You have NEVER heard a successful person say I never have the time to think.

### **WHERE DID IT GO?**

Only people with a clear focus know where their time goes.

### **POWER OF UNINTERRUPTED TIME**

The successful protect their uninterrupted time. Success is born first in thought.

### **NEVER AN EXCUSE**

Lack of time is not an excuse. We all get the same amount! It's a focus problem.

### **OWN SCHEDULE**

Delegate to get more control of your time... Stop micromanaging in the moment.

### **GAIN CLARITY**

The time you invest to get CLARITY is an investment in you.

### **PRIORITIZE**

Some never focus on the important as they never prioritize the important.

### **NOT DOING IT ALL**

The best way to achieve it all is not doing it all. Learn to delegate.



### **REALLY IS FOCUS MANAGEMENT**

Everyone has the same amount. You cannot manage time, only your focus.

### **MANAGE TIME IN SMALL SEGMENTS**

Think ahead, and manage your time in small segments with specific outcomes.

### **MANAGE LIFE OR LIFE MANAGES YOU**

Goals help you manage the right choices or are you letting your life manage you?

### **THINGS THAT ONLY YOU CAN DO**

Focus on what only you can do, and the rest have the potential to be delegated.

### **MANAGE FOCUS AND ENERGY**

Keys to getting more done...stay focused and apply all your energy to that focus.

### **IT'S ACHIEVEMENT MANAGEMENT**

Effectiveness is not getting more done...it's about achieving more with less effort.

### **TREAT TIME AS MONEY**

Manage a limited resource (Time) and gain an unlimited resource (Money).