

BASED ON CONTENT BY JOHN C. MAXWELL

MAXIMIZE **YOUR SUCCESS!**

A 12-WEEK PROGRAM
TO DEVELOP YOUR LEADERSHIP SKILLS

PRESENTED BY THE JOHN MAXWELL COMPANY & WORLD FINANCIAL GROUP

10

TIMELY ADVICE ABOUT TIME

By Dr. John C. Maxwell

CARD ON JOHN MAXWELL'S DESK:

*"God put me on earth to accomplish a certain number of things . . .
Right now I'm so far behind that I will never die!"*

WEEK TEN | LESSON NOTES

Reasons for this lesson:

1. Most of us are _____.
2. In an age of _____, there are many _____.
3. Time is an _____.

How we treat it is not equal.

"Time is an equal opportunity employer. Each human being has exactly the same number of hours and minutes each day. Rich people can't buy more hours. Scientists can't invent new minutes. And you can't save time to spend it on another day. Even so, time is amazingly fair and forgiving. No matter how much time you've wasted in the past, you still have an entire tomorrow. Success depends upon using it wisely -- by planning and setting priorities. The fact is, time is worth more than money, and by killing time, we are killing our own chances for success."

- Dennis Waitley "The Joy of Working"

4. To help you become more _____.

Basic Facts on Time Management

1. We all waste time.
2. We cannot change time.
3. We must accept time as the most important resource of mankind.
4. We cannot increase the quantity of time.
5. We cannot do everything.
6. We can only control time.
7. We must accept the fact that we are all procrastinators.

Facts 1 through 3 force us to take the first step in time management: *Analysis*

Facts 4 and 5 take you to the second step: *Planning & Organizing*

Fact 6 takes you to the third step: *Control*

Fact 7 places before you the worst enemy of time: *Procrastination*

These are the facts. What you do with them will make your life more miserable or more enjoyable. - By Dr. Antonio Herrera of Time Management Center, Inc.

"Nothing else, perhaps, distinguishes effective executives as much as their loving care of time."

- Peter Drucker



How to get the most out of this lesson:

1. Check the areas that need improvement.
2. Work on each weak area for one week.
3. Ask someone to hold you accountable.

1. _____

"Time is everything. Please act in view of this." - A. Lincoln to Union Governors - 7-3-1862

What Time Is It for You by Life's Clock?

If you are 15, it's 8:51 a.m.

If you are 20, it's 11:08 a.m.

If you are 25, it's 12:25 p.m.

If you are 30, it's 1:25 p.m.

If you are 35, it's 2:59 p.m.

If you are 40, it's 4:16 p.m.

If you are 45, it's 5:43 p.m.

If you are 50, it's 6:50 p.m.

If you are 60, it's 10:11 p.m.

If you are 70, it's approaching midnight!

2. Make a _____ for one week in 15 minute time segments.

Our days are identical suitcases ... all the same size ... but some people can pack more into them than others.

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.

I must suffer if I lose it.

Give account if I abuse it.

Just a tiny little minute.

But eternity is in it.

3. Identify your _____ & Eliminate One Per Week.

Forty Time Wasters Affecting Sales Efficiency

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Telephone calls 2. Interruptions, drop-in visitors 3. Meetings, scheduled or unscheduled 4. Crisis, “fire fighting” 5. Lack of objectives, deadlines, priorities 6. Cluttered desk and office, personal disorganization 7. Ineffective delegation 8. Doing dull tasks 9. Attempting to do too much at once 10. Unrealistic time estimates 11. Ineffective communication 12. Inadequate training or developing of subordinates 13. Procrastination, indecision, daydreaming 14. Inability to say “no” 15. Leaving tasks unfinished, jumping from one task to another 16. Involvement in too much detail, “doing it yourself” 17. Inadequate staff or poor performance by staff 18. Socializing, idle conversation 19. Lack of self-discipline 20. Constantly switching priorities | <ol style="list-style-type: none"> 21. Failure to listen 22. Lack of feedback, inadequate information 23. Conflict, personal problems 24. Worry, fear, anxiety 25. Inadequate planning, failure to consider alternatives 26. Waiting 27. Memo-itis 28. Poor memory 29. Confusing activity with results 30. Fatigue, boredom 31. Blaming others 32. Stress and tension 33. Inadequate facilities or equipment 34. Company policies 35. Poor filing system 36. Excess paperwork, mail, reports, reading matter 37. Travel, commuting 38. Pet projects or outside activities 39. Impatience, haste 40. Failure to do first things first |
|--|--|

4. _____.

Once you know what you value, you make better use of your time. Most of us operate under _____ instead of _____.

5. Be _____-Oriented Rather than _____-Oriented.

Activity is not necessarily accomplishment.

"We must stop measuring success by the amount we worked, but rather judge success on results."

- John C. Maxwell

6. Understand the Value of *Planning*.

"Every minute spent in planning will save ten in execution." - John C. Maxwell

To plan effectively, you must know . . .

1. What work is to be done?
2. How is it to be done?
3. When is it to be done?
4. Where is it to be done?

Take care of every day ... let the calendar take care of itself.

7. Stay on _____ Agenda.

In a cartoon in the *Wall Street Journal* a boss was speaking to an employee. "It's lonely at the top, Harris, but it's not so lonely that I want you walking into my office twenty times a day."

A leader understands what he or she wants to accomplish. Be careful not to waste time on your agenda. Always have a purpose for your time.

8. _____.

“When we do something for someone else that they should do for themselves, they do something to us that no one should do ... steal our time & energy.”

- John Maxwell



Maxwell’s 80/20 Rule of Responsibility: “You do the first 80% and I’ll do the last 20%!”

9. Establish _____ to Limit Access to You.

A person with an hour to kill usually wants to spend it with someone who can’t spare a minute.

The issue is not about spending time with people. The point is are you going to spend it or invest it? Filter out those who only want to take your time and those with whom you want to invest.

10. Assess Your _____ Level and _____.

Ask yourself questions such as . . .

1. How much stress can I tolerate? How much “down time” do I require?
2. How many hours a day can I work, or spend with people, or be creative?

11. Develop Systems for Things that Take Time

12. _____.

“The best way to save time and increase production is to make every job simpler and easier,” says Mr. Edwin Diehl. In recent years, one hundred specialists in the field have been putting the principle to work on behalf of industry. Where work-simplification methods have been applied, output has jumped as much as 30%. “The principle,” says Mr. Diehl, “is no secret and its application is simple.” It is “organized common sense.”

Kinds of clutter that rob us of time:

1. _____ Clutter

When we fail to prioritize, plan, and remove interruptions, we will have schedule clutter.

Clear out schedule clutter by . . .

- | | |
|---------------------------------|---|
| A. Knowing priorities | C. Have a plan for interruptions |
| B. Place them in calendar first | D. Have a place where you cannot be interrupted |

2. _____ Clutter

3. _____ Clutter

Administrative clutter includes paperwork done by you that should be done by others, and snarls in communication or the chain of authority.

How to Clean up Administrative Clutter:

- A. Never hear or handle anything *first*.
- B. Never hear or handle anything *alone*.
- C. Never hear or handle anything *twice*.
- D. *Never hear or handle anything that can be heard and handled by someone else!*

13. _____ the Project.

"The greatest time wasted is the time getting started." - Dawson Trotman

Life is meant to be lived in the present. Only *now* are we capable of controlling our lives. It is important to have goals, but the future is determined by the conscious choices we make today. That is why it is vital that you become focused on the immediate time you have been granted.

14. Do It Right the _____.

"If you don't have time to do it right, when will you have time to do it over?"

15. Select the *Right Time of the Day* to do the *Right Thing*.

- How?
1. Know your _____.
 2. Know your _____.
 3. Know the _____ you work with.

16. _____.

To do great important tasks, two things are necessary: a plan and not quite enough time. - Anonymous



Effective leaders are ALWAYS time-conscious.

17. Schedule _____ for Big Projects.

The larger the project the longer time for _____.

The larger the project the longer time for _____.

Put these projects on the calendar.

18. Be Ready for _____ in your Time.

Most time is wasted, not in hours, but in minutes. A bucket with a small hole in the bottom gets just as empty as a bucket that is deliberately emptied.

19. Have a Place for Everything.

Executives waste nearly six weeks a year looking for misplaced items, according to a poll of 200 large-company executives for Accountemps, a temporary-help firm.

- Albert R. Karr, *Wall Street Journal*

Every time a piece of paper comes to your attention, do one of three things with it immediately:

1. _____.
2. _____.
3. _____.

You'll be amazed to see how organized your life can seem when this becomes a habit.

20. _____.

Successful delegation has the following characteristics:

1. Know _____.

This rule governs all the points. One person does not have the gifts or time to do everything.

2. Know _____.

"Don't put a sword in a madman's hand," says one English proverb. That's a strong way of saying that the wrong people can do a lot of harm both to themselves and others (and me!)

3. *Clearly Define The _____.*

This doesn't mean always telling someone how to do a job. If people are capable, often it is better to allow them to figure out how to do a job in the way that best suits them. But I must tell workers what results I'm looking for and what I expect of them.

4. *Provide The _____ Necessary To Accomplish The Task.*

That may include a budget, facilities, training seminars, curriculum, promotion.

5. _____.

One sure way to make a person feel abandoned is to fail to communicate. After a person begins a job, there will always be questions, problems, refinements. I want to help people learn, and on-the-job training is the most effective way. I like to ask the questions: How are you progressing? Any problems? Anything I can do to help?

6. *Clarify The _____ That You Will Give Them.*

How free are people to make decisions and take action? Are they to (1) report a situation to you so that you make all the decisions, (2) make recommendations about their work though you still decide, (3) choose a course of action but wait for approval, (4) deal with situations but advise you of what they did, or (5) handle their responsibilities without advising you of their actions?

7. *Hold People _____.*

I try to keep in mind a rule of accountability I read some time ago: when I delegate authority to act, I don't abdicate my responsibility to get the job done. If the people to whom I delegate my responsibility fail, that, in the end, is a consequence of my leadership.

8. *Recognize _____ & Reward _____.*

I want to make people glad they have been working for me. So I tell people when they've done good work, and I like to make that known publicly.

WEEK TEN | REFLECTION

1. First things first, spend some time evaluating your work flow and time management. Where are you the weakest? The strongest? How well, overall, do you manage your time? Does time dictate the day to you? Or do you plan each day with intentionality?

Weakest _____

Strongest _____

2. What kind of buffer zones have you created for yourself? Do you think buffer zones are essential for productivity? Some of us struggle with wanting to be accessible to people who need our help. Are you one of those people? If so, what can you begin to do that would represent a thoughtful way to buffer the “noise?”

3. What are the highest value activities you could be doing? Which ones build your business best? Which ones can only be done by you and which ones are best done by you?

4. What's the difference between activity and results? Are you the kind of person who tends to think if one is busy then one is getting things done? How can you be more intentional in your daily life to be results oriented? What activities can you cut out of your routine that will help you on the path to being results oriented?

5. In your business, when do you set aside time for preparation? Do you use “money time” – time when you could be in front of people selling or recruiting – for administration or prep?

6. Are you the kind of person who can work all day and not fatigue? How much pressure can you handle? Do you thrive under pressure? How many appointments can you effectively handle in a day? Do you need more than adequate time to finish a project? Based on your answers, begin to construct your “perfect day.” What does it look like? How much buffer time do you have incorporated in there?

Your Perfect Day: _____

7. Reflect on Peter Drucker’s quote:

“Nothing else, perhaps, distinguishes effective executives as much as their loving care of time.”

Do you honestly care about your time allotment endowed to you with each day? How does your life now reflect your primary values? Are you the ultimate procrastinator? Do you have time management nailed down to the extreme—making you a time tyrant? What areas in your personal life and work life need to be redirected with regard to how much you care about time?

WEEK TEN | TAKE ACTION

1

Build yourself a guideline sheet for the things you will say “Yes” or “No” to. Use John’s example as a key to work from.

John’s Guidelines:

- Ask: how many leaders will John Talk to? Think about the multiplication value.
- Has he spoken to this audience before? Cut out redundancies.
- Does this request play to John’s strength? What activities take from your strength?
- Will it give a financial return to the company? How are you being compensated for your time? Is it worth it?

YES	NO

2

Make a lists of your top seven distractions. Next, write out the ways you can conquer these distractions and spend one day this week focusing on removing this distraction. Now, find an accountability partner to hold you accountable to fixing your trouble areas. The key to this action point is finding a good accountability partner; someone who will be honest with you and someone you respect and trust. At the end of the week, meet with your accountability partner to evaluate your success is eliminating these distractions.

DISTRACTIONS	HOW TO CONQUER DISTRACTIONS
1.	
2.	
3.	
4.	
5.	
6.	
7.	

3 Now that your distractions are taken care of, it's time to maximize your time. Run through your responsibilities and tasks. What can someone else do better than you? Extrapolate a real list of tasks that you don't need to do and then empower someone on your team or staff to take over that task.

Tasks you don't need to do:

Person to take over the task:

4 What are your three highest value generating activities? What is the best time of day to accomplish each of them? Does your current schedule match the most opportune times to meet with the people needed to generate the results you need in your business? Create blocked off time in your schedule that is set aside for these activities.

Activity 1 _____

Activity 2 _____

Activity 3 _____

5 Set aside two hours this week to rid your work area and related spaces of clutter. If you need to organize and label things, do so. Spend time creating a system for your office, as well as a system for how you handle information via email and voice mail. For example, perhaps on Mondays you don't open your browser or email client until after lunch.

Answers: Overloaded; Conveniences; Inconveniences; Equal Opportunity Employer; Effective; Be Time Conscious; Personal Time Log; Major Time Wasters; Place A Value On Your Activity; Pressure; Priorities; Results; Activity; Your; Keep Responsibility Where It Belongs; Buffer Zones; Energy; Temperament; Simplify Everything; Schedule; Emotional; Administrative; Start; First Time; Temperament; Priorities; People; Place Deadlines On Yourself; Blocks Of Time; Planning; Working; Blank Spaces; Throw It Away; Take Action on It; File It; Delegate To Others; Yourself; Your Team; Task; Resources; Encourage Feedback; Level of Authority; Accountable; Effort; Results