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16) Think short term as well as long term; measure your time in minutes rather than in hours or days. 28) Most of your results in life will come from you to decide, it is necessary for you not to decide. 2) Organizing is a skill, and all skills are
learnable. 53) Success is the ability to solve problems. TIME MANAGEMENT MADE SIMPLE 36) 37 Practice the personal productivity techniques used by all high achievers. 50) Develop a policy for other people to deal with a recurring crisis. 14) Create a reward system for yourself for the completion of each task. 76) Remember, only action is action.
only execution is execution is execution. 19) What one skill, if you developed and did it in an excellent fashion, would have the greatest positive impact on your life? 2) You feel overwhelmed with too much to do and too little time. 37) Draw up an
agenda for each meeting with your boss or other people as well. 30) Set up a structure of rewards for each thing that you do or complete. 25) Buy a spiral notebook and write in it every day. TIME MANAGEMENT MADE SIMPLE 11) 26 Refuse to make excuses; people who work in a neat, well-organized environment accomplish five times as much as
people who work in a cluttered environment. 32) Don't think in terms of what has happened in the past; think in terms of how long you have left to live. 33) Keep repeating: "Back to work! Back to wo
continuous learning LESSON SEVEN Developing the Work Habits to Get Things Done 1) Good work habits go hand in hand with success in every area of endeavor. 51) Make decisions quickly, the first time they come up. 34 LESSON EIGHT Time Saving Techniques
day in your chosen field. 71) There's a natural tendency to want to go from managing back to operating. 65) Persistence is actually self-discipline in action. 33) Every time you complete an important task, you get an "endorphin rush" that motivates you into new tasks. TIME MANAGEMENT MADE SIMPLE 48) 69 Take excellent care of your physical
health. 6) The more ideas and information that you take in and expose yourself to, the more likely it is that you will come across exactly the idea or insight that you red. 49) Get the facts; don't assume anything. 47) Increasing your ability to type can increase your output by ten times. 27) Can this actually be eliminated all together? 12) Because of a
lack of time perspective, as many as 95% of people working today will end up either broke, dependent on pensions, or still working when they reach the age of 65. You can focus and concentrate on your highest-value tasks, or you can spend time on activities that contribute little value to your life. 47) Consultative decisions are made where you take
advice and then make the decision yourself. 22) Start with your most important task. 6) Imagine that you could wave a magic wand and make your life perfect in every area. 1) Decide exactly what it is you want 2) Write it down clearly and in detail © Brian Tracy. TIME MANAGEMENT MADE SIMPLE 37) The key to a healthy life? 60) Is there any
relationship you wouldn't get into? 2) One of the qualities identified for great career success was "the ability to get the job done fast." 3) Don't be the kind of person who waits until they get "around to it." 4) Develop a reputation for speed and dependability. 34) Manage by exception; only intervene when things go wrong. 21) Ask yourself this
question, "What's in it for them?" 22) To achieve big goals you will have to have the help and support of lots of people. 2) Resolve to make yourself do what you should do, when you should do it, whether you feel like it or not. 40) Once you begin a task, discipline yourself to stay at it until it is complete. 3) No one is smarter than you and no one is
better than you. TIME MANAGEMENT MADE SIMPLE 11) 46 Continually repeat the affirmation, "Do it now! Do it now! Do it now! Do it now! Do it now! Time. 39) You grow as a person in direct proportion to the demands that you place on yourself. 47)
Think about results; result orientation is the quality of all high achieving men and women. 28) Eat good foods, get regular exercise, and get lots of sleep. 5) People who move up quickly are thought to be more intelligent than those who move slowly. 45) Say "No" to requests for your time that don't move you toward your own goals and personal
 aspirations. Gather all your materials and work tools that you will need before you begin. 13) Set a deadline: your subconscious mind uses deadlines as "forcing systems" to drive you toward your goal on schedule. 38) Is there any relationship in your life, personal or business that you would not get into again today if you had to do it over? Action
Exercise: Resolve today to dedicate yourself to lifelong learning; decide to pay any price, invest any amount of time required, to be the best at what you do. 45) Investigate before you invest. How effectively do you manage your time? 37) Organize your workspace; highly productive people work from a clean desk and a clean workspace. 7) You can use
 the "inner peace test" to determine whether or not what you are doing is the best thing for you. 46) Maintain a steady pace; don't hurry or rush around frantically to get the job done. Write it down, and work on it every day. 23) Set clear call-back times, especially when you leave a message. 58) Is there anything that you would do completely
differently if you had a chance? 3) You must be continually absorbing new information if you want to achieve excellent performance in your field. 7) A major time consumer and time waster is fire fighting and handling emergencies. 34) What would you do, however, and time waster is fire fighting and handling emergencies. 34) Think about the negative consequences of not doing the job or completing the task. 47) What would you do, however, and time waster is fire fighting and handling emergencies. 34) Think about the negative consequences of not doing the job or completing the task. 47) What would you do, however, and time waster is fire fighting and handling emergencies. 34) Think about the negative consequences of not doing the job or completing the task. 47) What would you do, however, and the negative consequences of not doing the job or completing the task. 47) What would you do, however, and the negative consequences of not doing the job or completing 
would you change your life, if you won a million dollars cash in the lottery tomorrow? 25) Organize your list into a plan. 53 LESSON ELEVEN (Part Two) The Philosophy of Time Management.
                                                                                                                                                                                                                                                                                                 ... 15) Imagine that you have no limitations on anything you want to be, have or do. 27) Organize your list into a series of
would you change your me, if you won a minion donars cash in the follows 20) Organize your list into a series of steps from the beginning all the way through to the completion of your goal. 9) Once you are clear about your values, it is much easier for you to set priorities. 28) There are six steps to effective delegation: 29) Match the person to the job. 21) Separate the urgent from the important. 46) Get better at your key tasks; the better you get, the less time it
takes to do them. Resolve to learn all these methods and techniques by starting one project. 57) The quality of a relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in that relationship is largely determined by the amount of time you invest in the properties of t
12) Work from a clean desk. 2) Long time perspective is the reason for upper social and economic mobility in America. 60) Work on yourself as if your future depends on it, because it does. 4) You are always free to choose your order of priority. 40) Toss everything you possibly can, refer other tasks to other people, take action on the most important
 things, and file what you will need later. 2) Begin with your values; what is really important to you? 3) What are my key results areas? 22) Program your subconscious mind for time management by teaching other people the skills you are learning. 27) Continually strive to achieve mastery in everything you do. 4) This attitude of taking the long view
seems to be common among most high achievers. 32) Do the task that causes you the most fear or anxiety. 17) Highly paid people are very careful and jealous of their time usage. 46) Think before acting; action without thinking is the cause of every failure. 51) Imagine your ideal lifestyle, and continually strive to create it in your world. 23) Make a list
of everything you will have to do to achieve your goals. 24) Who can do this job instead of you? 17) Separate the urgent from the important. 34) Arrive at the airport at least one hour before your departure so that you are not rushed. Begin working on your most important task and stay with it until it is 100% complete. 14) Your mind is an appreciating
 asset that can be made more valuable with each new piece of information. 48) Whatever the crisis, write it down on your list before you take action. 33) Whatever your age today, you are physically at least ten years younger. TIME MANAGEMENT MADE SIMPLE 43 51) Arrange to do your socializing at coffee breaks, lunch and after work. 31) Fourth
arrange for specific meeting times so that people don't drop in on you. 27) You should be reinventing yourself regularly, at least once each year. 61) If you can't make a decision immediately, set a deadline for the decision. 43) Another major time waster in work is fire fighting, or dealing with the unexpected crises. 30) Practice single-handling with
key tasks; this technique will boost your productivity by 50% the very first day. 47) "If you cannot save money, the seeds of greatness are not in you." (Clement Stone) 48) The discipline of hard worker. 23) Become a role model for others; act as if everyone was watching you. 21) Pattern yourself after
someone you know who uses his or her time well. 5) Your choices are the very best reflection of your true values, beliefs and goals. 42) Simplify the work by reducing the number of steps necessary to complete the task. TIME MANAGEMENT MADE SIMPLE 23) 36 Work at home in the mornings for an extended period, before you go to work. TIME
MANAGEMENT MADE SIMPLE 44) 19 Make a list of everything you'll have to do to achieve your goal and organize your list by sequence and priority. TIME MANAGEMENT MADE SIMPLE 36) 68 Delegate everything possible so you have more time to do what only you can do. 25) There are a variety of techniques that you can use to overcome
procrastination. 13) Imagine that you have $20 million cash in the bank, tax-free and imagine also that you only have ten years left to live. 39) Single-handle every job. 14) Take time to communicate clearly. 51) Practice solitude daily; take thirty - sixty minutes each day to sit in silence with yourself. 2) Some of the biggest time wasters in life are other
people. 33) Plan your time in advance. 12) Your most pressing tasks on your list of things to do are those tasks that are both urgent and important. 6) What do you really want to do with your life? 58) Listen to CDs as you drive from place to place. Any investment you wouldn't make? TIME MANAGEMENT MADE SIMPLE 62 35) What would you really want to do with your life? 58) Listen to CDs as you drive from place to place.
like to do with your life in the years ahead? 29) Develop a compulsion for closure; set specific deadlines for yourself on each task. 27) Work at your energy peaks; practice proper exercising and proper rest. Learn how to increase your productivity, focus on higher-value activities, and end procrastination once and for all! To get started,
go to: www.briantracy.com/timemanagementsuccess to complete the assessment before accessing Business Growth Strategies! TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning TABLE OF CONTENTS LESSON ONE 21 Great Ways to Double Your Productivity.
MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON SIX Establishing Proper Priorities 1) Your ability to set priorities among your goals, tasks and activities is the key to personal effectiveness. Move quickly. 5) Concentrate your energies on a single task until it is 100% complete. 7) Develop a detailed plan
of work and action for achieving your goal. 13) Clear your desk of everything but the one thing you are working on at the moment. TIME MANAGEMENT MADE SIMPLE 54) 57 The more you think and talk in terms of solutions, the better a problem solver you become. 5) Each minute spent in planning saves ten minutes in execution. 29) Second, deal
 with unwelcome visitors by standing up quickly when they come into your office. 18) Take action on your most important pieces of paper. 18) Successful people think in terms of 10 and 15 minutes blocks of time. 70) You will experience a greater sense of self-control, self-reliance and personal power. Resolve to work at a brisk pace. 2) Three turning
points: first, you are responsible for your life; second, the discovery of goals; third, you can learn to accomplish any goal you can set for yourself. 45) Crises are normal, natural, and unavoidable in the history of any company or organization. 72) The definition of a good manager is, "a person who gets things done through
others." 73) Take the time to train and to teach your subordinates how to do their jobs. 20) Implement these steps to achieve better concentration. 41) Reduce your paperwork by throwing everything away that you don't need. Checking available domains. 45 LESSON TEN Keeping Up and Getting Ahead
25) Practice the ABCDE Method in everything you do, as explained in Lesson One. Please wait... What is it for you? 42) Your self-image determines your performance. 30) Continually look for ways to add value to your work. What does it look like? What will you have to do first, and what is most important on your list? 7) Two extra hours per day,
multiplied by five days per week equals ten extra hours a week, 500 extra productive hours each year. 5) When you set long-term goals for yourself, you automatically move into the top 10% mentally. 30) Practice the 80/20 Rule on all your activities. 45) Allow enough time to do everything well. 4) Success is tons of discipline. TIME MANAGEMENT
MADE SIMPLE 22) Join the book clubs in your field. 4) What can I, and only I, do that if done well, will make a real difference? 19) Use the telephone as a business tool; get on and off the phone fast. 5) Imagine that there are no limitations on what you can be, have or do. 11) Separate the urgent from the important when you set priorities. 68) Don't
waste the time of others. 28) First, create a quiet time for work when you accept no interruptions. TIME MANAGEMENT MADE SIMPLE 70) When you work, work all the time you work to the first one
doesn't work out. 36) Many people go back to university in their 40s and 50s. 58) Identify all the possible causes. 37) Resist the tendency toward perfectionism. 11) Families and individuals with long time perspective will carefully save, invest and accumulate an estate that will enable them to retire in comfort. 60) Delegate decision making whenever
possible. 49) You can simplify your life by exercising regularly and getting thinner. TIME MANAGEMENT MADE SIMPLE 30) 48 Set aside 15 minutes during the day when you will work on your project. TIME MANAGEMENT MADE SIMPLE 30) Set a deadline for
your goal 4) Make a list everything that you can think of that you're going to 2 need to achieve your major goal Ten goal method: Take a blank sheet of paper and write out ten goals you want to accomplish in the next twelve
months. 20) Whenever possible, you should trade money for time; the money is replaceable, but the time is not. 19) Go for a walk for 30 - 60 minutes to stimulate your creative mind. 32. 63) Make good time management a part of your family life. 10) A major time waster in business is poor or incomplete information. 29) Every minute spent in planning
saves ten minutes in execution. 20) Read the books written by experts in your field. 19) Mentally rehearse yourself performing in an effective and efficient manner all day. 34) Calculate the cost of each meeting by multiplying the hourly rate of the people attending. All rights reserved. 65) You can only get your life under control to the degree to which
you discontinue lower value activities. 18) Be prepared to look at situations and problems in a fresh, almost childlike way. 44) Leave the television off when you come home in the evening. 11) Think of yourself continually as well organized and efficient. 23) Subscribe to SoundView executive book summaries. 41) Never give in to the temptation to clear
up small things first. TIME MANAGEMENT MADE SIMPLE 15) 16) 3 Use the ABCDE Method to set priorities: 1) A = Must do = no consequences 2) B = Should do = mild consequences 2) B = Should do = mild consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 3) C = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4) D = Nice to do = no consequences 4)
consequences of doing something or not doing something or stop doing other things all together. 50) Become problem-oriented; focus on the solution. TIME MANAGEMENT MADE SIMPLE 5 36) Resist the temptation to clear up small things first. How would you live your life if you only had six months to live? 39) You
can do more important things; you can work on higher 55 value tasks. 6) One of the rules for success at work is to "assume the best intentions of everyone." 7) Unclear lines of authority and income? 65) There are five additional time saving
ideas that you can use in your personal life. 66) You cannot manage time; you can only manage yourself. 10) Task completion gives you a surge of energy and wellbeing. 3) Self-discipline is the master key to riches. 38) Prioritize your personal life as well. 71) With self-discipline, you will have the strength of character to persist over all obstacles until
you eventually succeed. TIME MANAGEMENT MADE SIMPLE 49) 63 How would you spend your time? 27) Hard, sustained, concentrated effort is essential to high productivity. 26) Re-engineer your work; look for ways to simplify your tasks. 37) Focus where excellent results are possible. 61) If your answer is "No!" then the next question is "How do I
get out of this situation, and how fast?" 62) Set clear posteriorities; this is something that you do less of and later, if at all. 10) Use the power of positive affirmations to program a sense of urgency into your subconscious mind. 30) Attend automobile university full time when you are driving. 8) Happy successful people have clear written goals that
they work on every day. 25) Reinvent yourself regularly. 30) Time management enables you to increase the value of your contribution. 9) Neatness is a key habit for personal productivity. 37) Perhaps the greatest time waster of all in life is getting into and staying in the wrong relationship. 22) If you are not getting better, you're getting worse. 34)
Once you have decided on your most important tasks, resolve to concentrate single-mindedly on that one task until it is 100% complete. 23) Organize your list by priority. 20) Use the law of forced efficiency; there is always enough time to do the most important things. 4) Plan everything in advance; this builds your self-confidence and gives you
control over your life. 30) Use a dictating machine or tape recorder for correspondence and notes. 21) What is the highest value use of your time right now?" 55) The discipline of continuous learn more, you must 13 learn more, you must 13 learn more. 18) Focus single-mindedly on working at
or above your desired hourly rate. 61) What else could be a solution? 71) Continually look for ways to save time by cutting down or eliminating major time wasters from your life, work, or at home. 57) There are decisions you can delegate. 2) To earn more, you must learn more. 35) Network with the top people in your business. 1 LESSON TWO The
                                                                                               .. 7) Set clear goals for yourself; all motivation requires "motive." 8) Use your goals as motivators to take action quickly. 30) Third, bring the discussion to a close by standing up and leading the visitor to the door. 34) Get involved and offer to help on a key committee. 15) If you
want to be confident, act confidently. 22) Don't be a slave to a ringing phone. 3) Decide today that you are going to become excellent at thinking through and working exclusively on your top priority tasks; never allow exceptions until
this becomes a habit. 43) It takes about 21 days of practice and repetition to form a new habit pattern. 41) Be sure to please at least yourself in all things. 15) Practice the rip and read technique as you go through publications. 14) Identify the obstacles that you'll have to overcome to achieve your goal; why aren't you already at your goal? 53) Make it
a habit to continually simplify your life by reducing the number of things you do in every area. 65 TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON TWELVE Simplify Your Life 1) Everyone today has too much to do and too little time. What would you do, how would you spend your time? 19)
                                                                                                                                                                                                                                            .... 39) Invest the golden hour, the first hour of the day, in yourself. TIME MANAGEMENT MADE SIMPLE 38 Action Exercise: Plan your work thoroughly in advance;
Eliminate those activities that are neither urgent nor important; these are big time-wasters. 29 LESSON SEVEN Developing the Work Habits to Get Things Done ....
have everything you need before you begin work, and then resolve to focus and concentrate. 25) Plan your calls in advance by creating an agenda or outline before you pick up the phone. 20) When you are finished with something, put it away. 50) You can simplify your life by getting regular medical and dental checkups. 20 TIME MANAGEMENT
MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON FOUR The Psychology of Time management 1) Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning LESSON FOUR The psychology of Time management and continuous learning
harder. 21) Clear your workspace of everything except exactly what you need to complete your highest priority task. 9) Select the most important goal on that list, the one that would have the greatest positive impact on your life. TIME MANAGEMENT MADE SIMPLE 52 37) Take a course in public speaking. 38) The way to overcome your fear of
 LESSON NINE Overcoming Procrastination 1) The tendency to procrastinate is the primary reason that many people live lives of quiet desperation and retire poor. TIME MANAGEMENT MADE SIMPLE 34) Think in terms of priorities all day long. 23) Continually look for ways to simplify your life by reducing the 67 number of steps in any process. 4)
Telephone interruptions lead the list. 35) Work steadily through the flight, from the first minute that the light goes off and you can put down your tray table. TIME MANAGEMENT MADE SIMPLE 12) 40 Be sure that you have clear goals and objectives for your work and everything you do. 15) The theory of constraints: there is always one limiting
factor or constraint that sets the speed at which you achieve your goal. 48) Believe that you can and you will become outstanding at time management. 41) Now, this minute, is all the time you have. 16) Sit up straight in your chair, and lean forward when you work. 17) Think like a genius; take a systematic and orderly approach to problem solving. 21)
"The harder you work, the luckier you get." (Thomas Jefferson) 50) Work all the time you work! © Brian Tracy. 9) Continually analyze the future impact of present decisions for the long term. 46) Command decisions are those that have to be made by the boss or the
person in charge, 26) Who can do this job at a lower cost than you? Second, decide exactly the price you're going to have to pay that price and continuous learning LESSON THREE Goals! 1) Success is goals and all else is commentary, 6) Meetings,
Before you implement the solution ask, "What is the worst possible outcome of this course of action?" 65) Assign specific responsibility for carrying out the decision or the solution. 26) The more you can learn, the more you can learn the more
forward five and ten years and design your perfect life in every respect. Action Exercise: Be crystal-clear in explaining to others exactly what do you really want to do with your life? 34) What do you really want to do with your life? 34)
Emerson: "Do the thing you fear and the death of fear is certain." 35) Repeat the words, "I can do it!" over and over. 8) With time management, you can increase your income by 25% per year by increasing your productivity. 70) The person who has the responsibility for the next step in the job is the one who is responsible. 26) Imagine that your
company, your job and your career disappeared overnight, what would you do differently? TIME MANAGEMENT MADE SIMPLE 25) Prepare the night before. 19) Create a detailed plan of action with each step organized in order of priority. 24) Working at the wrong job, or staying in the wrong marriage is a bigger time waster than everything else
put together. 32) In order to begin something new, you must discontinue something old. 33) Start from the outside and complete the small tasks first. 18) Write down every detail of the problem situation you are facing. 30) Start from the outside and complete the small tasks first. 3) The challenge is for you to simplify your life so you spend more time doing
things that are important to you. 44) If you knew how little other people think about you, you would probably be insulted. 24) Structure your time so that you can work on major tasks without interruptions. When you take my FREE Time Management Skills Assessment, all of your strengths and weaknesses will be identified and assessed. 12) The key
to balance is for you to be sure that your activities on the outside are congruent with your most highly valuable resource. 45) Take time to think before you begin and then work on your highest priority activities. 35) Plan each month, each week, and each day in advance. 9) Socializing and idle conversations take
up as much as 75% of time at work. Action Exercise: Select one major task or area where procrastination is holding you back. 7) Learn how to make the most of your time. 28) Salami slice the task and do one small part of the job before you begin.
18) Your weakest key skill sets the height of your income and your success. 44) When you fly, plan your trips in advance and work the entire time you are in the air. This means you'll have access to a comprehensive, customized learning program, including high powered video lessons, action exercises, and time management strategies - ABSOLUTELY
FREE. Write fast. 21) Have your calls held at certain times during the day. You'll receive a complete and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which areas in your life and business you excel in time management and which are also a
summarize the discussion and get closure. 22) Plan your days and organize your work so that you want in every key area of your life. TIME MANAGEMENT MADE SIMPLE 24) 47 Practice creative procrastination by putting off things that contribute little to your life. 38)
Pick one area where procrastination is hurting you and then concentrate single-mindedly on that one task until it is complete. Exactly what have you been hired to do? 10) Stand back and evaluate yourself: "What kind of a person works at that desk?" © Brian Tracy. 24) Open accounts with Barnes and Noble.com and Amazon.com 25) Take a speed
reading course. 14) Assume the physical position, the body language, for efficient and effective work. 42) The fully functioning person is not unduly influenced by the opinions of others. 64) Sometimes, the most important thing you can do is nothing. TIME MANAGEMENT MADE SIMPLE 11) 35 The habit of completing a task, finishing what you start
is an essential part of character building. 6) Your true values are only and always expressed in your actions and your family. 41) Maintain a fast tempo. 69) Create a box of time to spend with your family. 41)
When in doubt, throw it out! 42) Use travel time productively; use both driving and flying time to your best advantage. TIME MANAGEMENT MADE SIMPLE 43) 33 If you had to leave town for a month, and you could only finish one task before you left town, what one task would be the most important for you to get done? 27) Cancel useless
subscriptions. 39) Use the TRAF formula on all your papers; Toss, Refer, Action, File. 17) The greatest time saver of all is the word "No!" 18) There are seven ways to deal with telephone interruptions. 18) If there is anything in your life today that you would not get into again, the next question is, "How do you get out, and how fast?" 19) Be prepared
to admit that you are wrong, that you are wrong, that you made a mistake and that you changed your mind. 3) You can develop the habits of highly productive people, especially focus and concentration. 48) Consensus decisions are democratic decisions based on popular vote. 14) Between you and any goal there is a constraint, choke point or limiting factor that
determines how fast you achieve that goal. 8) The better and more complete your plans are before you begin, the greater will be the likelihood of success once you start. What if they were wrong? 24) Eliminate all low value, no value activities. 31) Start from the inside and do the larger tasks first. 14) What changes would you make in your life under
these conditions? 65) Take at least one or two days off from work each week and just relax. 33) When you pack your work for a trip, organize it by subject. "Eat less and exercise more." 38) Develop the discipline of exercising every single day. 15) Work all the time you work; don't waste time. 22) Why are you on the payroll? Only getting the job done
really matters. 21) Build your own library by buying books and taking them from www.amazon.com or downloading them to your iPad or Kindle. 62) Make a decision; select a solution that looks and feels to be the very best available and then implement it. 11) In less than 30 seconds, write down your three most important goals
in life right now. Action Exercise: Resolve today to minimize and eliminate the time wasters in your life and work that take you away from doing the things that can be responsible for your greatest successes. 37) Create clear, vivid, exciting emotional pictures of your goals as if they are already your reality. 3) There are seven major time wasters in the
world of work today. 28) Make a list of everything you have to do the next day, the night before. 35) Think about how you will benefit doing the job and completing the task. 56) When you are with your family, dedicate yourself 100% to them. 35) There are seven ways to get more done each day. 7) There is a powerful seven-step formula you can use to
                                                                                                                                                                                                                                                                                      64) The more you persist; the more you'll tend to believe in yourself and what you are doing. TIME MANAGEMENT MADE
                                                                                                                                                    26) The 20/80 rule says that the first 20% of time that you spend planning your goal and organizing your plan will be worth 80% of the time and effort required to achieve your goal. 56) Ask two questions: "Why are we doing it this
way?" and "Could there be a better way?" 57) Re-invent yourself each year; stand back and look at every aspect of your life on a regular basis. 29) Organize the list by priority before starting work. 39 LESSON NINE Overcoming Procrastination ......
practiced every hour, every day, all the days of your life. TIME MANAGEMENT MADE SIMPLE 10) 50 Read the business and trade publications that contain articles and stories relevant to your field. TIME MANAGEMENT MADE SIMPLE 11) 21 Good TM skills will make you more warm, calm, natural and spontaneous. 36) The discipline of excellent
health habits: resolve to live to be 100 in superb physical health. 20) You can only be paid what you contribute. 5) Unexpected or drop-in visitors can be extremely time-consuming. 13) Throw off your self-limiting beliefs about your abilities to manage your time. TIME MANAGEMENT MADE SIMPLE 51) Start one hour earlier and immediately get to
work. 49 © Brian Tracy. 14) Take time to think through the critical issues and problems in your life. 33) Set a deadline and a schedule for completion of the task. 43) Life is the study of attention. 14) Arrange everything you need at hand before you begin a new task. 50) Be sure that your goals and your day-to-day activities are congruent with your
values. 25) The more effective you become, the more you like yourself. © Brian Tracy. 5) The starting point of excelling in time management is do very well what need not be done at all. TIME MANAGEMENT MADE SIMPLE 38) 23 Good time management is a source of
energy, enthusiasm and a positive mental attitude. 26) Live your life in a manner consistent with your deepest values. 27) Get an early start on the day; start your day early. 44) To avoid crises, think ahead and determine all the things that could possibly go wrong. 3) Time management is really life management, management of yourself. 3) Of all the
things that are important to you, what is most important? 52) Complete all small jobs as soon as they come up, as well. 7) Action without planning is the cause of every failure. 4) One new idea or piece of information can change the direction of your life. 35) When you
work, work all the time you work. 39) Develop a compulsion to closure. 47) See yourself as a role model to others. 42) Write it down, set a deadline, and identify the obstacles you will have to overcome to achieve it. 53) Develop a reputation for speed and dependability. 1 TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and
continuous learning LESSON ONE 21 Great Ways to Double Your Productivity 1) All successful people are very productive; they work longer hours and they work better hours. 14) Set clear priorities and always work on your highest value tasks. 47) Continually use the "trial and success" method of time management skill development. 6) The highest
focused. 42) Develop the habit of leaving things off. TIME MANAGEMENT MADE SIMPLE 66) 14 "Persistence is to the character of man as carbon is to steel." (Napoleon Hill) 67) The habit of self-discipline virtually guarantees your success in life. 36) Practice visualization of your goals. 32) Have your employee feed back to you what you have said.
31) To gain the cooperation of others, set up a structure of rewards for the entire group. 58) Peace of mind is the greatest human good, and the goal of all human activity. 16) In interacting with others, seek first to understand, then to be understand, the to be understand, the to be understand, the to be understand the to be understand the top of the top o
because of your fear of what other people may think. 4) "Self-discipline is the ability to make yourself do what you should do, when you should do, when you should do it, whether your fear of what other people may think. 4) "Self-discipline is the ability to make yourself do what you should do, when you should do it, whether you feel like it or not." 5) Develop clear goals and objectives. 79) Start today to manage your time and better your productivity. 66) Always focus on contribution rather than on personalities. 13)
Create a clear mental picture of yourself working efficiently and well. 4) Your outer life tends to be a mirror image of your inner life. 34) Eat That Frog; do the worst first. 68) With self-discipline, you'll get more done, faster and of higher quality than with any other skill. 39) The basic rule in human relationships is that "people don't change." 40) Your
main goal in life should be to achieve your own happiness. 9) Each manager is responsible for making absolutely sure that each employee knows exactly what he is supposed to be doing. 40) Focus on the first 20% of any task, the time that you spend planning and organizing. 21) The discipline of daily goal setting; setting goals each day will increase
your productivity by five and ten times. You can simplify your life by eating less and eating better. 26) Practice creative procrastination with the bottom 80% of tasks that contribute little value. 19) Your hourly contribute on the fear of failure by doing the thing you most fear. 14) Time
management behaviors are very much a matter of choice. 46) Pay cash for as many things as possible. 29) Do important work during your prime energy times. 31) Start on your A-1, most important tasks, first thing in the morning. 45) Put your relationships first. 30) Agree on what is to be done. TIME MANAGEMENT MADE SIMPLE 26) 41 Take good
and complete notes of every telephone conversation so you can remember what was said. 51) Whatever your job title, your real job is "problem solver." 52) Leadership is the ability to solve problems. 30) You cannot simplify your life by simply learning how to be more efficient. 17) What else could be the reason? 10) You'll have more time for your
family as you get your life and work under control. 59) Attend seminars and take courses given by experts in your field. 63) Your persistence is the measure of your had already achieved them. 59) What else is a possible cause? 59 TIME MANAGEMENT
MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management 1) To be fully rounded as a person, you need a philosophy of time management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of time management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of time management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of time management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of time management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management and continuous learning LESSON ELEVEN - Part Two - The Philosophy of Time Management - Part Two - Part T
There are four ways to deal with drop-in visitors. 37) Delegate everything to anyone who can do a task at a lower hourly rate than you back. 67) Remember that in life, relationships are everything. 45) Set priorities on your list and identify the most important thing
you can do every single day to move yourself more rapidly toward your goal. 3) Plan your life in terms of five, ten and even twenty years into the future. 45) Do serious work on the outbound leg and read books and magazines on the return flight. 31) You have to stop doing as many things as possible. 5) Every change in your life comes about when
your mind collides with a new idea. 9) Concentrate single mindedly, without diversion or distraction, on your most important tasks. 20) Continue to question your assumptions. 15) If you save and invest 10% of your income from the age of 21 until age 65 you will become a millionaire. 40) Lasting motivation only comes from a feeling of achievement
and accomplishment. TIME MANAGEMENT MADE SIMPLE 23) 11 If you had $10 million cash, but only ten years to live, what would you do differently in your stacks; throw out everything that is more than six 51 months old. 12) The best companies are those where each person feels that he was "in the know." 13) People need
to know everything that is happening in the company that affects their particular jobs. 46) Resolve in advance that no matter what happens, you will never give up. 11) A person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not better than a person who does not read is not bett
everything you do. 45) Focus on your boss's top priorities. 30) Select your number one, most important task for each day. 41) Decide upon your time as taking away from the 61 amount of time you have left on earth. 69) Avoid reverse
delegation, when your employee delegates the task back to you. 25) Apply the 80/20 Rule to everything; 20% of the value to your life. 28) Reorganize your life by setting priorities on everything you do. 12) Your goals must be in
writing and be clear, specific, detailed and measurable. 21) Practice creative procrastination; delay and defer tasks that are of low value or no value. 25) Start earlier, work harder, stay later. 60) Identify all the possible solutions. 15) Never assume the other person understands what you have said until she has fed it back to you. 35) The practice of
time management skills allows you to develop judgment, foresight, self-reliance and self-discipline. 46) Launch your new time management habit strongly. 25) Who can do the job better than you? 25 LESSON SIX Establishing Proper Priorities ...
                                                                                                                                                                                                                                                                                                                                                                              . 33) Courage is a habit, developed by practicing courage
77) The faster you move, the better you feel, and the more energy you have. 13) Refuse to rationalizing is explaining away and making excuses for unproductive behavior. 9 TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON TWO The Miracle of Self-Discipline 1) Your ability to develop
the habit of self-discipline will contribute more to your success than any other quality of character. 3) Most of your problems in life talk back. 25 TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON FIVE Getting Yourself Organized 1) Highly effective people are much better organized when they
decisions only you can make. 47) Your goal is to eventually become "unstoppable!" © Brian Tracy. 8) The long view sharpens the short view. 33) Focus and concentration are the keys to success. 31) Explain how the job should be done. 50) Another major time waster in the world of work is socializing. 18) Take advantage of every gift of time that you
receive. 4) The most important motivator in the world of work is "knowing what's expected." 5) Poor delegation leads to mistakes and frustration for everybody. 33) Invest time in your future; it takes five to seven years to get to the top of your field, whatever it is. 38) Make it a habit to clean off your workspace and to work from a clean desk all the
time. List every step of the job in advance. 41) Focus on opportunities, the opportunities of tomorrow rather than the problems of yesterday. To get started, go to: www.briantracy.com/timemanagementsuccess Business Growth Strategies Online Learning/Training: A proven system that will provide you with all the essential skills you need to master
the art of time management! You'll also receive one month of FREE access to a personalized online learning program tailored to your specific personal and professional growth needs. 43) Identify the knowledge and skills you will require, the people whose help you will require, and make a plan to get it. 40) Get regular medical and dental check-ups
35) Take advantage of the learning curve, doing a group of similar tasks all at the same time. 27) Do one small thing to get started. 44) The biggest payoff of all is when you are working single-mindedly on your highest priority task. 16) 80% of the constraints that are holding you back are within yourself. 41) The discipline or regular saving and
investing: resolve to get out of 12 debt, and become financially independent. 42) The key is for you to save 10% and more of your income throughout your life. TIME MANAGEMENT MADE SIMPLE 56 40) Do things at which you excel so you can get them done with less effort. 19) Something is important if it has serious potential
consequences. 2) What are my highest value activities? 17) Do not let your past dictate your future. 8) Procrastination by continually visualizing your tasks as completed. 24) Use any time management system you like, but use a time management system of some kind. 36)
Trigger the Law of Reciprocity. 7) Income: how much do you want to earn this year, in five years from today? 44) Ask your boss to tell you why he feels you are on the payroll, and focus on doing what he says. 53 TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON ELEVEN - Part One
Saving Time in Dealing with Others 1) Your interactions with others consume as much time as any other part of your day. 43) Begin by saving 1% of your income and discipline yourself so that you live on the other 99%. 34) The real retirement age for most people today is closer to 75 than to 65. 56) Define the problem clearly; "What exactly is the
problem?" 57) What else is the problem? TIME MANAGEMENT MADE SIMPLE 11) 54 Make sure that every meeting has a beginning, middle, and end and a good reason. 43) Focus on key result areas. 14) Working from a list will increase your productivity by 25% the very first day. 20 LESSON FIVE Getting Yourself Organized
                nportant goal. Ask yourself, "What do I do that 44 wastes the time of others?" 69) Be punctual; make a habit of being on time. 49) Clarify the type of decision that is being made. 28) Know exactly what you want and work toward it every day. 61) The discipline of persistence: your ability to persist in the face of adversity, no matter how you
feel. TIME MANAGEMENT MADE SIMPLE 59) 7 Practice zero-based thinking continually. 43) When you drive, always listen to educational audio programs in your car. 65 © Brian Tracy. 9) Health: how would your health be different if it was perfect in every way? 18) Work on those tasks that are both urgent and important, and those tasks that are
not urgent, but important as well. 12) Always think on paper when you plan your day. 27) Set personal priorities by identifying your unique strengths and abilities in your work. TIME MANAGEMENT MADE SIMPLE 10) 16 Net worth: how much do you want to save and accumulate in the course of your working lifetime? 39) Concentrate where
superior results are possible. 26) Schedule your time in advance. 34) Time is the scarcest resource of accomplishment. Action Exercise: Decide upon one area of your life that you are going to discontinue completely so you will have more time for things that are more important to you. 38) Spend more and more of your time on those few tasks that
have the highest possible value, 13) Create detailed plans of action, organized by sequence and priority, 13) Long time perspective develops character in the person who does it, 54) What should you be doing more of or less of to improve the guality of your life? 25) Do the work you love; the money will follow, 42) Continually ask five key guestions for
 setting priorities: 1) Why am I on the payroll? 29) Practice the Swiss cheese technique by doing a five minute part of the job. TIME MANAGEMENT MADE SIMPLE 23) Delegation is the key to leverage. 24) Imagine that you have no limitations. TIME MANAGEMENT MADE SIMPLE 23) Delegation is the key to leverage.
 with people. 52) Work harder, through your lunch hour, all day long. TIME MANAGEMENT MADE SIMPLE 66) Shop all at once, at the same time. 13) Make a master list, a monthly list, a weekly list, and a daily list for every day. TIME MANAGEMENT MADE SIMPLE 10) 10 It takes 21 days of resolution and practice to develop a habit of self-discipling
54) Reengineer your work; break down each job into the individual tasks necessary to complete, 55) Go through the list and look for ways to eliminate, consolidate or combine various tasks. Error code: No available domains were found It seems the domains have been blocked by your Internet Provider. 29) What do you do very well, and better than
most other people? 36) Spend more of your time on the products and services that have the 32 greatest potential. 30) A major time waster is an investment in your ego. 7) The key is your ability to sacrifice immediate pleasure in the present so that you can enjoy greater rewards in the future. 55) There are seven steps to effective problem solving.
TIME MANAGEMENT MADE SIMPLE 24) What is the most valuable use of my time, right now? 26) Think on paper. 21) Only do work that pays you your desired hourly rate. 41) It takes courage and discipline to break the habit of procrastination but it will pay off for the rest of your life. 46) Imagine that you only had six months left to live. 56) Jim
Rohn, "Work at least as hard on yourself as you do on your field 30 - 60 minutes each day. 44) Delay and defer major purchases for 30 days or more. Good Luck! © Brian Tracy. 63) Dare to go forward; decision-making requires courage. 31) Make air travel productive by planning every trip as an opportunity to work without
interruptions. 28) What has happened in the past is "sunk cost" and is not retrievable. 41) Assign specific responsibility for a task or activity. 7) Set peace of mind as your highest goal and then organize your life around it. 32) The discipline of courage: make yourself do what you have to do, and confront your fears rather than avoiding them. 16) One
of the best time management tools at home or office is the wastebasket; throw it away! 17) Delegate or refer a task to someone else rather than doing it yourself. 20) Have your calls screened; find out who is on the phone and what he wants before you answer. 9) Reading is to the mind as exercising is to the body. 41) Take the time to make fewer
mistakes; do it right the first time. 20) Re-organize your life so that you are doing more and more of the things that give you the greatest happiness. 54) When you engage in discussions, make sure that they are work and problem focused. 27) Your responsibility is to select the kind of work that you engage in discussions, make sure that they are work and problem focused. 27) Your responsibility is to select the kind of work that you engage in discussions, make sure that they are work and problem focused. 27) Your responsibility is to select the kind of work that you engage in discussions, make sure that they are work and problem focused. 27) Your responsibility is to select the kind of work that you engage in discussions, make sure that they are work and problem focused. 27) Your responsibility is to select the kind of work that you engage in discussions, make sure that they are work and problem focused. 28) Your responsibility is to select the kind of work that you engage in discussions are work and problem focused. 29) Your responsibility is to select the kind of work that you engage in discussions are work and problem focused. 29) Your responsibility is to select the kind of work that you engage in discussions are work and problem focused. 29) Your responsibility is to select the kind of work that you engage in discussions are work and problem focused. 29) Your responsibility is the select that you engage in discussions are work and problem focused. 29) Your responsibility is the select that you engage in discussions are work and you engage in discu
part goal setting exercise described in Lesson One. 5) What is the most valuable use of my time right now? 42) Fish for whales, not minnows. 2) Every positive change in your life begins with a clear, unequivocal decision that you are either going to do something or stop doing something. 16) Carry a folder with articles to read during "transition time."
17) You will only remember something if it is immediately relevant and applicable to your current situation. 70) Move quickly. 15) Handle each piece of paper only once. 35) Be sure that the meeting is necessary; there may be other ways to achieve the same goal. 29) Listen to audio programs in your car. 12) Visualize yourself regularly as focused and
channeled toward high achievement. 10) What one great goal would you set for yourself if you knew you could not fail? 59 LESSON TWELVE Simplify Your Life...
                                                                                                                                                                                                                                                                                       68) Set your peace of mind, your happiness and your home life as your highest goals, and organize the rest of your life around
them. 6) First, decide exactly what it is you want. 17) The Law of Comparative Advantage says that you should assign, delegate, outsource or have someone else do any job that can be done at a wage less than you earn. 24) As you think of new items, add them to your list until your list is complete. TIME MANAGEMENT MADE SIMPLE 28 Action
Exercise: Resolve today to become one of the best organized people in your business, 15) Develop good habits and make them your masters, 34) Everything you want to achieve requires time. TIME MANAGEMENT MADE SIMPLE 31 22) Allocate your time in terms of ROTI, "Return On
Time Invested." 23) Set posteriorities on everything you do; a posteriority is something you know exactly what they are supposed to do and in what priority? 38) Create within yourself the emotions that would accompany the successful achievement of your goal. 15) Practice
solitude on a regular basis. 69) You will be paid more and promoted faster. 78) Resolve to become one of the most productive people in your field. 49) Exercise: Select one area where better time management skills can help you be more effective and get more done. 58) There are decisions that you cannot afford to make. 53) Work one hour later; be
the last to leave. 73) Organize this list by priority and sequence, what you have to do first. 17) Wisdom is a combination of experience plus reflection. 32) Attend seminars and courses regularly, given by people with practical experience. 35) Analyze your company priorities as well. Is there anything in
your life, that knowing what you now know, you wouldn't get into again today, if you had to do it over? 37) You can work faster than you do today. Repeat this affirmation, "I am organized and efficient in everything I do!" until this command is accepted by your subconscious mind. 15) 80% of the constraints in your life are within yourself or within
your company, not on the outside. 59) Work requires quality time and relationships require quantity time and relationships requires quantity time and the ability to have "Dinner before desert."
9) Whenever you practice self-discipline, your self-esteem and selfrespect go up. 3) Before you can do anything, you have to do something else first. 61) Resolve to go to bed early and get a good night's sleep each night. 16) Practice zero-based thinking in your life: ask, "Knowing what I now know, is there anything that I am doing today that I would
not start up again today if I had it to do over? 31) Ask yourself, "If I could only do one thing on this list, which one activity is most important?" © Brian Tracy. 28) Plan each day, each week and each month in advance. 31) Select the most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?" on this list, which one activity is most important?"
52) When you practice solitude on a regular basis, you'll feel a great sense of calm, quiet, creativity and relaxation. 16) Overcome call resistance about giving yourself a reward for every group of calls that you make. 10) Indecision and delay costs more time than most people realize. 12) Every exercise of self-discipline strengthens
every other discipline at the same time. 31) Your rewards, both tangible and intangible, will always be equal to the value of your service to other people. TIME MANAGEMENT MADE SIMPLE 10) 30 The starting point of setting priorities is to apply the 80/20 Rule to every part of your life. 74) Remember the six "P" rule: Proper Prior Planning Prevents
Poor Performance. 5) What do you care about more than anything else? 59) There are decisions that you cannot afford not to make. 32) Get better and better doing more and more of the few things you do that make more of a difference than anything else. 22) Always work from a list. 39 TIME MANAGEMENT MADE SIMPLE Notes for review,
reinforcement and continuous learning LESSON EIGHT Time Saving Techniques 1) Time is the one indispensable ingredient of accomplishment. 9) What one goal, if you achieved it in the next 24 hours, would have the greatest positive impact on your life? Pick up the pace. 55) A major time waster in work is indecision or poor decision-making. 19)
File it for future reference. TIME MANAGEMENT MADE SIMPLE 62) 64 When and what you eat can have a dramatic effect on the quality of your life. TIME MANAGEMENT MADE SIMPLE 11) 66 Select your "Major Definite Purpose" and then work on that every single day. 13) Identify your limiting step or bottleneck in the accomplishment of any
goal or task. 16) Talk to yourself positively, using positive affirmations like, "I am excellent at time management!" 17) Say, "I am always punctual for my appointments!" 18) Visualize yourself as highly efficient and effective. 17) Accept 100% responsibility for the completion of a task on schedule. 52) Always be asking yourself, "Is this what I'm being
paid to do?" 53) If your boss was standing right there next to you, would you continue doing what you are doing? TIME MANAGEMENT MADE SIMPLE 50) 24 Resolve to go to work on yourself in that area immediately. 6) Long time perspective determines social class. 44) Promise yourself that you are going to become excellent at time management.
42) Keep notes of the meeting and circulate the minutes within 24 hours. 75) Be intensely action oriented; be in constant motion. 23) What can you and only you do that, if done well, can make a real difference? 36) Write an agenda for the meeting, a clear list of things that have to be accomplished. 15) Program yourself for greater effectiveness and
efficiency. 32) In air travel, always pre-book a non-bulkhead window seat so you won't be disturbed. 4) The starting point of simplifying your life is for you to decide exactly what it is that is most important to you. 50) Work in real time; develop a sense of urgency; develop a bias for action. How would your ideal future life be different from your life
today? 74) The major problem and time waster in communication, and in working with others, is fuzzy understanding. 29) Identify the time of day when you are most alert and awake, and do your most important work during that time. 9 LESSON THREE Goals!
management requires that you see yourself as a "factory." 33) Everything you accomplish, or fail to accomplish, depends on your ability to use your time to its best advantage. 12) Time management skills are learnable and learned by anyone who wants them. TIME MANAGEMENT MADE SIMPLE 38) 42 Start and stop on time; set a schedule for the
beginning and end of the meeting. Get on with the job. 20) Act the part of a highly effective and productive person. 11) The common denominator of successful people don't like to do. 27) The discipline of daily time management: every minute spent in planning saves ten
minutes in execution. 18) Always consider the future impact or consequences of any action you take. TIME MANAGEMENT MADE SIMPLE 20) 17 Identify the people whose help and cooperation you'll require to achieve your goal. 6) Long time perspective is the key to upward social and economic mobility in America. Once you have launched and
begun to work on your task, refuse to stop until it is completed. 40) Do things you are better at, things at which you excel. TIME MANAGEMENT MADE SIMPLE 48) 6 Question:
"What one skill, if you developed and did it consistently and in an excellent fashion, would have the greatest positive impact on your career?" 49) Set this skill as a goal. 60) Keep your life in balance by investing time in physical fitness. 8) Family: what kind of a lifestyle do you want to create for yourself and your family? 5) Discipline weighs ounces;
regret ways tons. 20) Something is unimportant if it has low or no potential consequences. 33) As much as 50% of working time waster. 36) Work harder than you are working today. 33) Join the professional associations in your field and attend every meeting and convention. 6) Make time the essence of
everything you do. 52) There are only four ways that you can change your life: you can do more of some things or less of others. 43) Leave your radio off when you drive in your work. 48) Keep your life in balance. You can try to
sign in using VPN or TOR browser Go to TOR browser Enable VPN Brian Tracy's Time Management Skills Assessment: Your success in life and work will be determined by the kind of habits that you develop over time. 26) What work would you choose to do if you were financially independent
today? 23) You always tend to procrastinate on large, important tasks with considerable future value, 38) Batch your tasks into a series of several jobs together, 13) The discipline of clear thinking; your ability to think clearly can have an enormous positive impact on your life. TIME MANAGEMENT MADE SIMPLE 10) 60 Something that is important is
something with a high potential future impact on your career. 28) Use an organized filing system to make it easy to find items you've 27 put away. 49 TIME MANAGEMENT MADE SIMPLE Notes for review, reinforcement and continuous learning LESSON TEN Keeping Up and Getting Ahead 1) Successful people today are simply those who know more
than their competitors. 31) Be prepared to cut your losses if you have made a bad investment of time in the past. 17) Identify the knowledge, information and skills you will need to achieve your goal, to get into the top 10% of your field. 40) There are no limits on what you can become except the limits that you place on yourself. 31) The average 6 - 8
hour audio program contains the best ideas of thirty to fifty books. 71) Plan every project carefully; this is anything that you have to do to complete a multi-task job. 11) Plan every day in advance; daily planning is absolutely essential for you to double your productivity. 24) Batch
your calls; make all of your telephone calls at once. 39) Combine your visualization of your goal with the emotions that accompany it. 10) Write this goal at the top of a new sheet of paper, set a deadline, make a list, organize the list into a plan, take action on your plan and then do something every day until your goal is achieved. 39) Project forward
five years and identify the skills you will need to excel at that time.
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