

**FREE TRIAL**

# **Dominate Your Day**

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# **Course Goal: 2 Extra Hours p/day**

# Over the course of five weeks, the lessons in this course build on one another and the process creates momentum in your time savings and productivity:

# Week #1 Goal - 10 minutes p/day

# Week #2 Goal - 15 minutes p/day

# Week #3 Goal - 20 minutes p/day

# Week #4 Goal - 30 minutes p/day

# Week #5 Goal – 45 minutes p/day

# **Course Total – 2 Hours p/day**

In this Free Trial you get my favorite lessons in each of the four categories of productivity and time management techniques:

# T1 Lessons: Getting Things Done

# Fighting For Five

# T2 Lessons: Getting The Right Things Done

# First Fifteen

# T3 Lessons: Help Everyone Move Faster

# Taking Control of Your Meeting Schedule

# T4 Lessons: Investing Time

# Why Spending Time Delegating is Worth It

# **Lesson #1 - FIRST FIFTEEN**

# "Well begun is half done" ~Aristotle

# How many times a week do you accomplish what you set out to do in the morning?

# 1

# 2

# 3

# 4

# 5

# When you get to work in the morning and the first thing you do is look at email, you’ve just made your priorities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to everyone else’s.

# What are the three reasons to start with your priorities in the morning?

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Checklist for First 15 success (Mark with “X” when complete).

# Schedule it on your calendar \_\_\_\_\_

# Notify your team \_\_\_\_\_

# Notify your boss (optional) \_\_\_\_\_

# Your goal over the next week is to get your First 15 in at least 3 times and notice the effect on your day. A few tricks to help with that:

# Close out of e-mail on your computer the night before

# Put your phone in a drawer when you arrive

# Close the door to your office

# Try not to read e-mail before arriving at work

Remember, if there’s an emergency, they WILL find you. :) And let them know that it is OK to interrupt for serious matters. That is part of the reason the goal is only to do this 3 times over the next week.

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# **KEY POINT OF LESSON**

# You cannot finish your priorities until you actually start them.

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# **Lesson #2 –** **FIGHTING FOR FIVE**

# "Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort." ~Paul Meyer

# How many hours a day are you AVAILABLE to be interrupted by your staff (not in meetings, not on the phone, and at your desk/office)

# \_\_\_\_\_ 1 hour

# \_\_\_\_\_ 2 hours

# \_\_\_\_\_ 3 hours

# \_\_\_\_\_ 4 hours

# \_\_\_\_\_ 5 hours

# \_\_\_\_\_ More than 6 hours

# How many hours a day are you UNAVAILABLE to be interrupted by your staff (in meetings, on the phone, or away from your desk/office)

# \_\_\_\_\_ 1 hour

# \_\_\_\_\_ 2 hours

# \_\_\_\_\_ 3 hours

# \_\_\_\_\_ 4 hours

# \_\_\_\_\_ 5 hours

# \_\_\_\_\_ More than 6 hours

# Asking for a few minutes ISN’T rude or irresponsible if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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# **EXERCISE**

# Interruptions are one of the many constants for leaders, so there should be no lack of opportunities for you to practice this concept:

# Practice this once a day this week

# Practice this twice a day next week

# Practice this three times a day the following week

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **KEY POINT OF LESSON**

# Finishing what you start is vital to your productivity, and worth fighting for.

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# **Lesson #3 - TAKING CONTROL OF YOUR MEETING SCHEDULE**

# "Meetings are indispensable when you don't want to do anything.” ~John Kenneth Galbraith

# What percentage of the time you spend in meetings do you feel is a waste?

# \_\_\_\_\_ 10%

# \_\_\_\_\_ 20%

# \_\_\_\_\_ 30%

# \_\_\_\_\_ 40%

# \_\_\_\_\_ More than 50%

Meetings are a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get things done.

The first “Half” for taking control of your meeting schedule: Have half the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# The #1 technique for doing this is to ask the question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# The #2 technique: assess \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meetings.

# The #3 technique: try to replace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meetings.

# Remember: Everyone knows that meetings are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# The second “Half” for taking control of your meeting schedule: Cut meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in half.

# The third “Half” for taking control of your meeting schedule: Cut meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in half.

# Meetings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in value for each participant with every additional person that attends.

# If they aren’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the discussion, then they can probably get the summary.

# The fourth “Half” for taking control of your meeting schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ half of meetings when you should.

Remember: This isn’t about just \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meetings. It’s about making your time in meetings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EXERCISE**

List three meetings you could question whether you need to have, or still need to have?

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List three meetings you could ask if the time can be rescheduled for half?

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List three meetings you could ask whether participation can be cut by half?

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Now circle the easiest one on each of the categories above and work on it this week.

NEXT WEEK pick another one from each category and work on it.

THE WEEK AFTER NEXT work on the last meeting in each category.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **KEY POINT OF LESSON**

There are a lot of "social norms" surrounding meetings that you can break with an application of logic.

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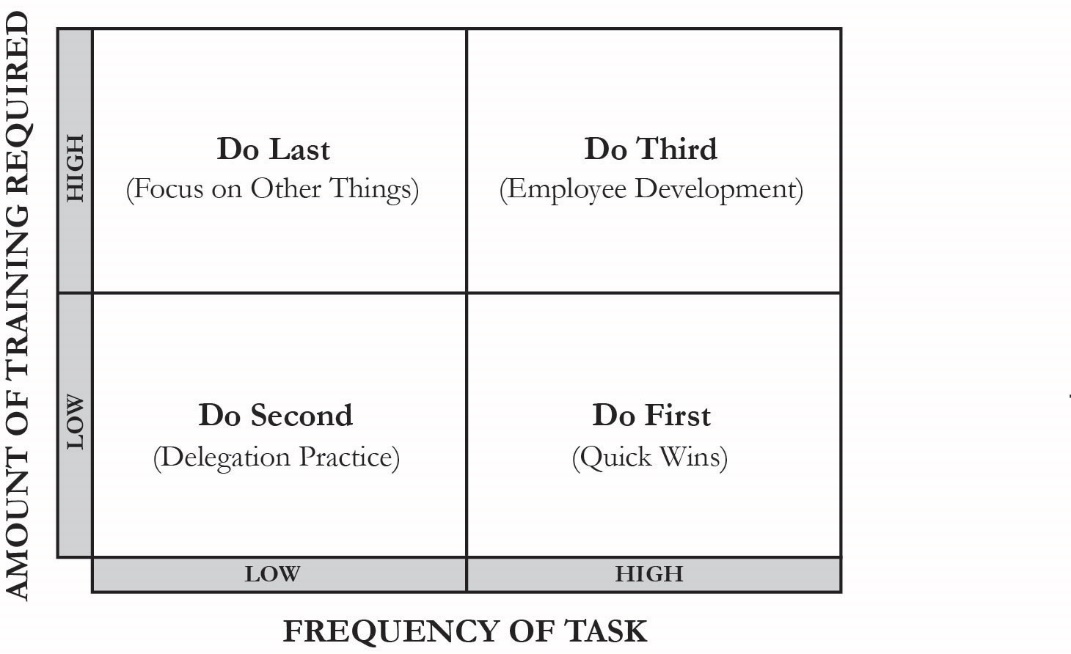
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# **Lesson #4 - WHY SPENDING TIME DELEGATING IS WORTH IT**

# "Delegation requires the willingness to pay for short term failures in order to gain long term competency. ~Dave Ramsey

# The common excuse for not delegating of “It’s quicker for me to do it myself” has a logical failure in that it sacrifices \_\_\_\_\_\_\_\_\_\_ term benefits for \_\_\_\_\_\_\_\_\_\_ term gain.

# The Delegation Priority Matrix:



# #1 Trick for determining what to delegate: What tasks were done while you were on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

# #2 Trick for determining what to delegate: What tasks should you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the first place?

# The simplest technique for delegating a task is:

# \_\_\_\_\_\_ Do

# \_\_\_\_\_\_ Do

# \_\_\_\_\_\_ Do

Delegating doesn’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your value to the organization, it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it because you get more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ things done.

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# **EXERCISE**

# Write down five things that you would like to delegate (or that you should delegate). If you’re having trouble coming up with ideas, look to the things that were handled when you were on vacation.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Pick the one that is easiest to train first, and do it TODAY

# Pick the one that is most frequent, and do it TOMORROW

# You will delegate one remaining item on this list (using the Delegation Priority Matrix) NEXT WEEK, and every week following until complete.

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# **KEY POINT OF LESSON**

# Most arguments against delegating are wildly shortsighted. When viewed with an eye to their long-term benefits, it is a no-brainer.

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