Time Hacks

Introduction

Twenty four. Twenty four hours in a day.

Your success in life and in business will be determined by how you choose to spend these hours.

Time is the great equalizer - because we all get the exact same amount, every single day. Those who have achieved greatness did so in the same twenty four hours a day that you and I have. So did those who died "with their music still in them".

In this E-book I'll share my top time hacks to help you get the most of out of your 24 hours.

Table of Contents

Rest Before You're Tired

I bet you weren't expecting a time hacks book off by talking about rest!

But here we are: rest.

Ahhhh...

Getting sufficient rest is one of the most underrated but important time hacks. Why?

Because we perform at our best when we are refreshed and well rested.

You want to think about your rest time the same way professional athletes do.

They build their recovery time into their workout plan, because they know that overworking their muscles is actually less efficient than giving themselves enough time to rest and recover.

So are *you* resting enough?

Do you have activities that you do purely for fun and pleasure? Activities that leave you feeling rejuvenated?

Build your rest into your calendar the same way you book a meeting with a client into your calendar and show up!

Building a business can easily become obsessive. It is easy to think about it 24/7.

Make sure you are scheduling "off time" for yourself, and when you are off - really be off.

No thinking about or talking about work.

Just rest :)

Know Your Priority

Do you know what the most important thing to work on in your business is RIGHT NOW?

You should always know the answer to this question.

I strongly recommend the book: The One Thing by Gary Keller.

Remember, we only have 24 hours in a day. Are you spending them on the many trivial activities that you could do in your business?

Or are you spending them on the One Thing that will make the biggest impact on you getting the results you want?

Full Focus

Once you know your priority, give your FULL focus to the task at hand.

Be very clear on what you are trying to accomplish and how long you'd like to spend working on it.

Eliminate all other distractions and work on that task until it is complete.

Close out other browser tabs, put your phone on airplane mode, close the door and get to work.

When you start working like this you may be surprised by how little time it actually takes you to accomplish some projects you'd been putting off.

Time Yourself

I love to time myself when I am working.

I find that it really helps me stay focused on the task at hand, and helps me to make quick decisions about trivial choices that otherwise cause me to procrastinate.

You can either set a stop watch style timer to see how long a task takes you or use the Pomodoro method and set a countdown timer and a goal to hit before the timer goes off.

Timing yourself while you work will also help you get better at estimating how long it takes you to do certain tasks so that you can build a more effective schedule for yourself in the future.

Your Golden Hour

Do you know your best hour of the day for creative work?

For everyone it is different, but it is usually easier for people to do certain types of work at a certain time of the day.

For me for example, any creative work that I need to do is going to be best done in the morning.

Over the next week experiment with working at different times and pay attention to your productivity and your energy levels to discover your Golden Hour (note, it might be longer than 1 hour!)

Once you know your Golden Hour, your job is to protect it like *gold* (get the name?).

So with my Golden Hour being in the morning - I avoid scheduling meetings at this time at all costs.

I make creative work during my Golden Hour the first piece of work I do that day. Even before I check my email or respond to questions from my team.

Sometimes this causes delays in my business.

I don't care.

The Golden Hour is *gold*. It is precious. It is when I will come up with my best ideas and work on the activities that create exponential results in my business.

I am willing to sacrifice trivial things that don't make a big impact in pursuit of the gold!

Change Your Environment, Not Yourself

Changing your environment is lot easier than changing yourself.

Experiment with working in different environments and you may find that some place different from your normal routine is actually where you are your most productive.

For example, I worked from home for 3 years before I realised that working in a coffee shop or coworking space actually results in a huge boost in my productivity.

Get creative in how you alter your environment to improve your focus and productivity:

- If you don't like working alone, schedule workdates with one of your business buddies.
- If you want to spend more time outdoors, try working on a back patio.
- If you find you're easily distracted on your computer, try doing as much work as you can in a notebook before opening your computer to complete it.

The point is to create environmental conditions that will lead you to be successful and don't require you to use up your willpower to stay on track.

Sprinter or Marathon Runner?

Do you like to make progress slow and steady? Or do you prefer to get fully immersed in a project for an intense but brief period of time?

You need to know if you are a marathon runner or a sprinter.

Marathon Runners like to make consistent action towards their goals. They Chip away each and every day, taking step after step.

Sprinters like to go through long stretches of not doing anything and then BURST into creation with a herculean effort to start and complete a project very quickly.

One of the amazing benefits of being an entrepreneur is having the freedom of time, so use it to organize your schedule according to how you operate!

I'm a sprinter and for a long time I made myself wrong for that.

I would sprint, create something big very quickly, but then get mad at myself for "being lazy" the rest of the time.

I just didn't understand how I operate.

Which brings me to my final point…

You Do You

I love learning productivity hacks (remember my efficiency obsession) but at the end of the day you need to remember to keep it all in perspective.

You aren't trying to become the most productive robot in the world, you are trying to become the most productive version of YOU.

And to do that is going to require you to know how YOU operate and to tailor the world around you to suit your natural inclinations.

Quit trying to change yourself.

Not a morning person? Great, let your clients know you're not available before noon.

Hate emails? Set up an autoresponder that says you only check email twice a week.

Prefer to work in sprints? Block out two weeks to work on a project and two weeks to take totally off.

Take control of your time, your schedule, your business and your life and give yourself permission to operate the way you naturally operate.