
Take Back Your Time

"You gave your life to become the person you are right now. Was it worth it?"

- Richard Bach, *One*

"Management by objectives works if you first think through your objectives. Ninety percent of the time you haven't. There is nothing so useless as doing efficiently that which should not be done at all."

- Peter Drucker

"Long-term success requires a certain boldness and maturity. We must understand the risks of new choices and the risks of inaction. There is risk in action and inaction alike. The Chinese have only one symbol to represent both risk and opportunity. Perhaps one of our greatest challenges in life in general, as well as in finance, is to recognize one from the other. Sometimes it takes great courage to change a direction or action. Sometimes the greatest danger or the position of guaranteed loss is staying where we are currently comfortable."

- Bruce Wright, *The Wright Exit Strategy*

"There is nothing more difficult to take into hand, more perilous to conduct, or more uncertain in its success, than to take the lead in the introduction of a new order of things."

- Nicolo Machiavelli



Perfect Calendar

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY



Love To Like To

Typically, we are most productive doing the tasks we love. However, we are constantly hung-up on those tasks we hate to do. The purpose of this exercise is to identify the tasks we love, like, need to, and hate to do. Then, it will be easier to address where you should spend your time productively enjoying your work, and delegating those "Hate To" tasks to others.

LOVE TO	
	NEED TO
LIKE TO	
	HATE TO

Action Steps:

Circle the tasks that you can easily delegate. Determine approximate hours a week that would be freed up. Calculate an approximation of how much more time you can then spend on tasks you enjoy in the love or like categories



Don't Hate, Delegate

Now take the items from the previous page and put them into new categories: Allocate, Regulate, Automate, and Delegate. The rule of thumb is that if you love to do something, you should allocate time for it. This category is typically where you are making money, and it is important to STAY HERE as often as possible. Things that you like, you can regulate and build time into your schedule. Automate tasks that need to be done so that they begin to happen automatically. And, lastly, don't hate, Delegate! Design your time so that you can have someone else do the tasks that you put off and don't enjoy. This will ensure that you spend your time doing what you do best!

ALLOCATE: MAKE MORE TIME FOR

AUTOMATE: CREATE SYSTEM FOR

REGULATE: SPEND LESS TIME ON

DELEGATE: OUTSOURCE OR GIVE TO

Time Wasters

TIME WASTER	SOLUTION / DELEGATION	IMPLEMENTATION DATE

Examples: research, admin tasks, checking email too frequently, etc



My New Calendar

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

