



The Seven Keys to Better Time Management

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Vision. Passion. Growth. Results. TM

Goal for Today



**Two Changes
Must Happen**



The way you do things
and the tools you use



The way you think and
what you tell yourself

Would You Build a House Without a Plan?



- Your time is your most valuable and limited resource
- So, doesn't it make sense to have a plan to optimize the use of your time?

Let's Start With . . .



The way you do things
and the tools you use

A Major Challenge for Everyone



- Managing the endless personal workload
 - - The endless list of stuff that needs to be done every day.
- The powerful effective tool for solving this challenge is . . .
- Compartmentalization

COMPARTMENTALIZING

FOCUS TEAM'S
ENERGY



WHAT

NEEDS TO
GET DONE

WHEN

IT NEEDS
TO GET DONE

HOW

MUCH OF A
PRIORITY IT IS

Compartmentalization



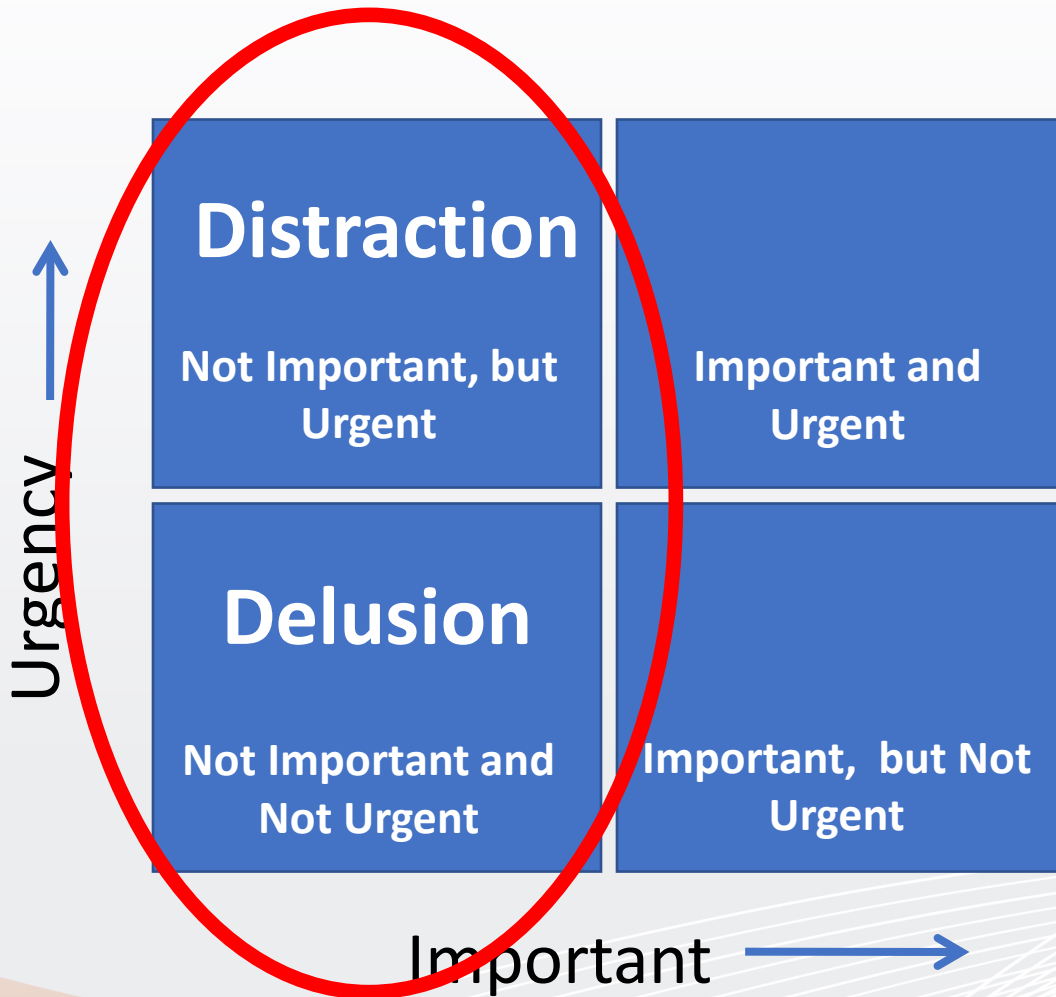
Complete a Time Study

1. Fill in the matrix below by estimating the number of hours you work on the average each day of the week.

Day of the Week	Ave # of Hours Worked
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Hours Worked per Week	0

Where Are You Spending Your Time?

Delegate
or
Eliminate



Delegate & Elevate

How Much You Enjoy it ↑

Delusion Love / Not Important	Love it / Important
Distraction Don't Like / Not Important	Don't Like / Important

Importance →

Invest more
Time Here

Default Diary/ Calendar

Example Weekly Default Diary for a Medium Sized Business Owner

	Monday	Tuesday	Wednesday	Thursday	Friday
0800	Team Meeting	Emails & To Do	Networking	Emails & To Do	Emails & To Do
0900	Sales Meeting	Cold Calling		Coaching Call	Follow Ups
1000	Direct Mail		Call Follow-up	Team one-on-ones	Operations & Production Work
1100		Emails & To Do			
1200	Operations & Production Work	Operational Work ("ON the Business")	Direct Mail	Admin & Planning ("ON the Business")	
1300		Follow Ups	Cold Calling		
1400		Customer Calls		Operational Work ("ON the Business")	
1500		Return Calls/email	Return Calls/email		
1600		Customer Networking Activities	Call Follow-Up	Follow Ups	
1700			Reading/Learning (Working "ON" Me)		
1800					
1900					



Default Diary / Calendar

- Reserve Time Blocks for Highest Priority Tasks
 - but commit to making them “Non-negotiable” appointment with yourself
- Implement slowly
 - Start with just a few time blocks each week
 - And add more over time
 - Leave times open for unforeseeable events and demands
- Remember: It takes many repetitions and uncompromising commitment to create new habits.

Level 10 Meeting Agenda

- Good News – 5 Min
- Score Card – 5 Min
- Rocks Review – 5min
- To Do List – 5 Min
- Issues – 35 Min
 - Identify, Discuss, Solve
- New To Do's
- Wrap Up – 5 Min
 - Recap New To Do's
 - Rate Meeting (1 – 10)

The Rule: Everyone Comes Prepared

Goal: 90%+ Completed

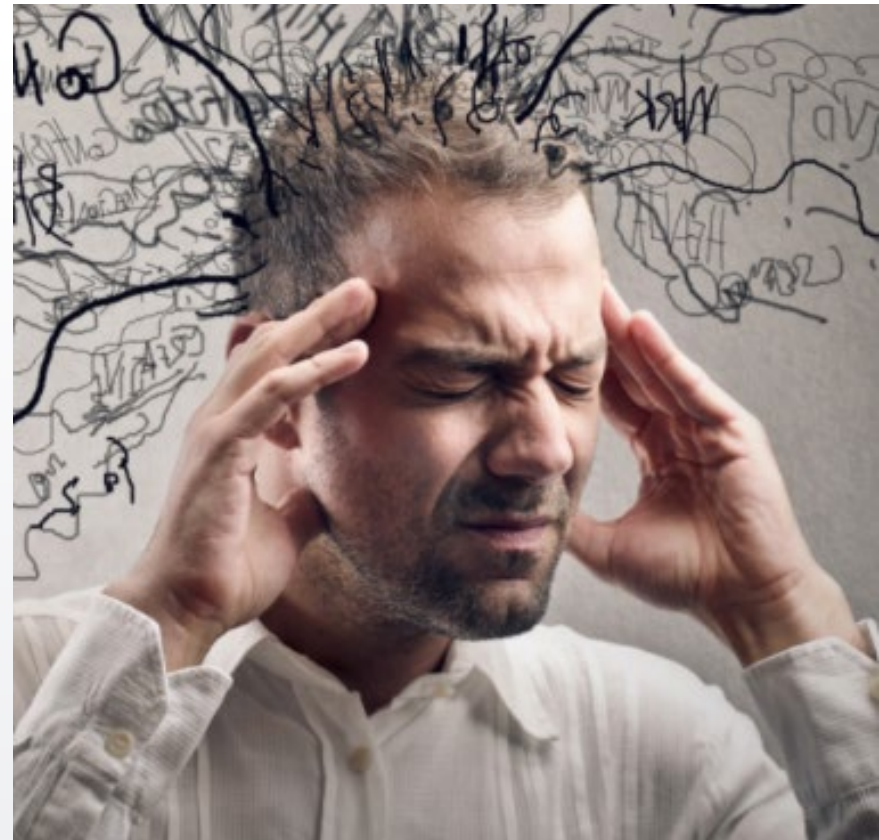
One Hour

Make Meetings Valuable

- Start on Time/End on Time
- Everyone Comes Prepared
- Stay on Track / Stay on Focus
- Use: Level 10 Meeting Agenda
- Score each meeting on a scale of 1 - 10



Time For a Mind Shift



The way you think and
what you tell yourself

The Four Steps of Learning



Habits

- Bad habits aren't easy to change
--- But It can be done -- If you really want it.
- Good habits are hard to create
--- But achievable with commitment.
- Question: How many repetitions does it take to replace a Bad Habit with a Good Habit?
- Answer: As Many as 300 times!

The Power of Mind Set

Your Mindset either contributes or detracts from your ability to successfully manage your time

- *The one person we talk to throughout the day is OURSELVES*
- *Your inner dialogue possesses the power to:*
 - *Propel you to higher levels, or*
 - *Be the monkey on your back wrenching things to a grinding halt*



Four Ways You May Be Holding Yourself Back

- Poor Affirmations
- Not being there now
 - “I Will” rather than “I Am”
 - Telling yourself “I Will” is the same as telling yourself that you aren’t doing it now.
- Killer words
 - Using self-defeating statements like “I can’t”, “I don’t have the time”, or “I need”, “I have too much to do”
- Negativity
 - Entrepreneurship requires you to see the silver lining because there always is one.
 - Successful people are a by-product of failures they have overcome. So, get over it. Rise with a smile on. You can do it!

Wrap Up:

The way you do things and the tools you use

- Compartmentalize your “stuff”
- Complete a Time Study
- Decide what to delegate or eliminate
- Create & use a default diary/calendar
- Implement Level 10 Meetings



Wrap Up:

The way you think and what you tell yourself

- Make changes and stick with them until they become permanent habits
- Adjust your thinking about yourself
- Keep your promises and commitments to yourself
- **YOU CAN DO THIS!**





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What is a BPA?

A BPA (Business Plan of Actions) is a 3 yr & 12 month roadmap for you and your business, addressing your:

SMALL BUSINESS
GROWTH PARTNERS™



MARKETING + LEAD FLOW



SALES + SALES PROCESS



MARGINS + PROFITABILITY



TEAM, HIRING + COMMUNICATION



PROCESS + SYSTEMS



SUCCESSION PLANNING

CULMINATING IN A 40+ PAGE STEP-BY-STEP PLAN FOR YOU & YOUR BUSINESS



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A man wearing a dark cap with 'LANSDOWNE' on it, a white t-shirt, and a tan vest is smiling. He is standing in a forest of evergreen trees. In the background, a large mountain with patches of snow is visible under a blue sky with light clouds.

Thank you!

For more info please contact me at..

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