

**FREE GUIDE**

# **TIME MANAGEMENT**

**Take Control Of Your Time  
And Make It Work For You!**

**Business  
Coaching  
Hub**

[www.BusinessCoachingHub.co.za](http://www.BusinessCoachingHub.co.za)

“Everyone has 24 hours a day and 365 days a year. It is how you organize your time which makes the biggest difference”

- Do you feel overwhelmed, stuck or fed up?
- Do you work hard and never get the results you want?
- Do you avoid difficult tasks because it all feels too hard and too much?
- Do you procrastinate?
- Do you know how much are you worth per hour?
- Is your life chaotic and you would like to change that?
- Would you like to have more free time?
- Would you like to have less stress?

**Then you are in the right place!!**



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**I WANT TO TEACH YOU HOW YOU CAN GET TIME ON YOUR SIDE. HOW YOU CAN MAKE IT WORK FOR YOU RATHER THAN AGAINST YOU. HOW YOU CAN HAVE LESS STRESS, MORE FREE TIME AND BRILLIANT RESULTS ALMOST INSTANTLY!!**

- **Time Management is one of the most important skills you can learn in your entire life.**
- **It will have such a profound effect on the way you think and operate. And mainly the instant results you will get.**
- **You will never look back.**
- **My goal today is to teach you one technique which – if applied properly and consistently – will turn your life around in no time.**
- **Let's start.**

## **SUCCESS = HOW EFFECTIVELY I TREAT MY TIME**

Successful people learn – as no one was born with time management skills, it is a learnable skill – how to manage their time effectively.

If you learn how to manage your time properly you will accomplish 3 things:

- 1. You will be more efficient**
- 2. You will be more productive**
- 3. Your end results will improve dramatically**

Time management is about organizing and planning how long you will spend on specific activities in order to maximize efficiency while reducing stress.

## **1. IMPORTANCE OF TIME MANAGEMENT**

With the right time management skills you can achieve::

- 1. Greater productivity and efficiency**
- 2. Less stress, better health and longer life**
- 3. Better work/life balance**
- 4. Greater opportunities to achieve important life and career goals**
- 5. Increased business due to reliability which improves your reputation**

## 2. THE 80/20 RULE

**“80% of all activities are not productive”**

Yes, it is true. 20% of things we do every day bring us 80% of the results.

That makes you wonder, doesn't it.

It means that absolute majority of activities do not give you the income you so desire.

Therefore it is really important for you to understand that:

- **Being busy does not mean you are being productive.**
- **Being busy does not equal working hard.**
- **Being busy is not the same as being effective**

In order to be productive and effective, you need to learn how to prioritize properly.

## 3. PRIORITISE

**FIRST I PERFORM TASKS WHICH HAVE THE BIGGEST IMPACT  
ON MY SUCCESS.**

- **The biggest time saving method is prioritizing.**
- **Prioritizing is about making the right choices about what to do and what not to do.**
- **Not all work is of equal importance.**
- **You are not a Superman or Superwoman, you cannot do all the things you want to do and do them equally well.**
- **Focus your energy on what gives you the biggest value.**
- **Remember, it is important to be effective, not busy.**
- **Give your time to tasks which will have biggest impact on your business or life.**
- **The less important tasks can be delegated or dropped altogether.**
- **Stop doing things which have no or little consequences.**

**The Most Powerful & Dynamic Client  
Attraction Programme Ever Created!**



## 4. HOW DO I PRIORITIZE?

**SUCCESS = ALWAYS PRIORITIZE IMPORTANT TASKS OVER URGENT TASKS.**

At the end of every day make a TO DO LIST for the next day.

Write all the tasks down on paper.

Then rearrange the task in this order:

1. **Pick 2 tasks which can change your life or business around most.**
2. **All other important tasks**
3. **Urgent tasks**
4. **Tasks which you can easily delegate**
5. **Tasks which have little or no impact. You can basically cross off those immediately.**

When you come to work next day:

1. **Leave all your devices switched off till 11 am.**
2. **Do not answer emails, calls, do not check social media.**
3. **Start working on your 2 most life changing tasks until you finish them.**

**THIS METHOD ALONE WILL CHANGE YOUR RESULTS IMMEDIATELY...**

THE MOST SUCCESSFUL PEOPLE MASTERED THIS METHOD.

IT BECAME THEIR HABIT.

HABIT WHICH TURNED AROUND THEIR BUSINESS AND LIFE.

I PROMISE YOU IF YOU STICK TO JUST THIS ONE RULE AND KEEP PRACTISING IT FOR NEXT FEW WEEKS OR MONTHS, IT WILL BECOME A HABIT FOR YOU TOO AND YOU WILL NEVER LOOK BACK.

**The E-Learning Marketing System gives you the business-building tools and support you need based on your unique business needs**