

30-DAY TIME MANAGEMENT WORKBOOK



DAILY EXERCISES TO HELP YOU SAVE TIME & GET MORE DONE

The 30-Day Time Management Workbook

By Ken Seaney

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How to use this workbook:

- You will want to use the workbook in conjunction with the main 30-day Time Management book. It should be very easy to read a chapter and do a little writing in this workbook each day.
- Print out a copy of this book and put it in a report cover or paperclip it. You can print extras of some of the worksheets in the back as needed.
- Write in your printed workbook each day and answer the questions as best you can. Make sure you are scheduling your regular appointments with yourself to keep up on your daily assignments. Try to stay with it!
- Remember that you are working to change your habits, rituals, thought processes and the way that you do things. It may seem uncomfortable at first. Keep doing the routines and it will get easier and more natural.
- Each morning you may want to review some of the things you've written the day before, or refresh your memory as to what you should be thinking about or working on or observing during the day.
- Always keep in mind **what you are trying to accomplish** and **why**. You want to have more free time and get your business under control. Use your personal reasons as to why you want more free time and use those reasons to fight the internal resistance to change.

Don't make any of this too complex or overwhelming. Just take a few minutes on a daily basis and really try to maximize that time and write what you can. Simple and concise is best.

Start the new habit of making regular appointments with yourself each day to do the work or exercise for that day. Set aside fifteen minutes to go over and really dig deep into your business. Think what you can accomplish in small, focused sessions to really affect your business. Think about how much you'll accomplish in a few months or a year of doing just this one little thing to strategize, organize and get things done.

The reason that you really need to use the workbook **each day** is to get you in the **habit of writing things down**. You have to get things out of your head and onto paper. You have to make lists of projects and tasks. You have to figure things out. Even if you aren't accustomed to it, or don't really like to write it is critical that you do this on a regular basis.

Why? Because writing it down makes your ideas, your challenges and your solutions more *concrete* and *defined*. It will seem much more **real** to you when it isn't hidden in your head.

Get those thoughts out on paper, work them out and see if they are viable or just a distraction. By clearing the thoughts out, sorting them and then making priorities out of some of them you can let the others go, or mark for consideration later on. Once your mind is cleared from all the random thoughts you can use your mind to tackle the important ones, the profitable ones or daydream again and see all of the possibilities. Maybe you can think of new innovations, seize opportunities and explore new possibilities for your business.

Week One: Change Your View

In this beginning phase you will be looking to gather more information about what is affecting your ability to get things done each day. You will also start to examine your company and the way it is structured, what time management means to you, and what your company means to you.

Day 1:

Write down some of the things that are getting in your way right now. A few of the small things that are keeping you from having the time you want or getting things done.

Begin to make regular (daily) appointments with yourself to go over events of the day and plan out some things for tomorrow and later in the week.

Write a few things (not written above) that you know you could do right now to cut down on time wastefulness or efficiency each day. Try to do them starting today.

Day 2:

Write out the various departments as you see them in your business today or how you would like to see them. Most companies have the following six areas of their organization: **Strategy, Marketing** (which includes **Sales**), **Operations, Finance, Human Resources, Research & Development.**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

As the CEO of your company, write out what you expect each of these departments to accomplish after each one.

Continue writing down more things that you have noticed are getting in your way or taking up your time in this space:

Day 3:

Write out specifically what the term “Time Management” means to you. Write it in relation to what you’d like to get done during your day or what you would like to be using your spare time for here:

Continue writing down some things that you thought of that are getting in your way or taking up your time.

Day 4:

With the various things that you've noticed are taking up your time (and you've written down) over the last few days, challenge yourself to think about and come up with ways to minimize or overcome them. Think of creative solutions and ways that you can make it happen as they come up. Write a few ideas here:

Write a paragraph or a few sentences about your company. "Why I Started My Business and What It Represents for Me," or "What My Business Means to Me" in this space:

Day 5:

Of all of the stuff that you noticed that kept you from accomplishing more or took up your time, write out the three or four of the smaller “time eaters” that are within your control *and* that you are going to commit to work on during the next week.

Think about what it would mean to you if these things were handled and commit to minimizing or handling them quickly next week.

Since you have gathered information all week about your time and productivity, write down your more complex time management and productivity issues here:

Number them on the left according to their priority, with 1 being the highest.

This Weekend:

- Relax, enjoy yourself and try not to wear yourself out with trying to do too much. Maybe you can call or meet up with someone that you haven’t talked for a while.

Week Two: Change Your Mind

In this phase you will start to examine states of mind that affect your decisions and productivity. You will also begin to examine what is most important to you, and a self-assessment of your business and personal life.

When your automatic reaction to a particular situation is nonproductive and unprofitable for you, stop, take a breath and try to change it to one that is more positive and productive. The better you can perfect this skill, the more you can get done and accomplish in a given day.

Day 1

Write down instances where you changed your mental state to one that was more productive today, and write down something that you are truly grateful for today.

I am truly grateful for:

Day 2

Write down instances where you changed your mental state to one that was more productive today, and write down something that you are truly grateful for today.

Who or what is most important to you in your life? Why?

Day 3

Write down something that you were truly grateful for today.

What do you want from your company?

What would need to be accomplished to give that to you?

Day 4

Self-Assessment Exercise:

This section may take longer than your usual 15-minute meeting with yourself. Do the best you can to get it done, but if you need to you can spread it out over a couple of days.

1. Write some positive things that are going well with the business. Areas that are under control and running smoothly.

Fill this out as best as you can and don't take a long time to jot them down. You are brainstorming here and need to think quickly and write what comes to mind. You know what's working and what isn't, so don't ponder and overthink it. Just write.

2. Write the first *three to five negative things* about your business and some possible solutions. Things that are ongoing or chronic problems that you know that you'd really like to fix right away.

<i>Problems & Challenges</i>	<i>Possible Solutions</i>

Follow this by quickly assigning a priority number to them on the left in order of importance, with #1 being the highest priority. Even if you've written it elsewhere, if time management and productivity is one of these challenges for you, put it in there too.

[illegible]

[illegible]

5. Write the first three to five biggest areas of improvement you'd like to make, improve or fix in your personal life. They could be habits, situations, or even relationships that could use some work, attention or need to be fixed right away.

Just like before, quickly assign a priority number to them in order of importance, with #1 being the highest priority. It's okay if time management is one of the areas that needs improvement in your personal life, too.

Take a look at all of the things you've written and get a feel for what it all means, and what it would mean if you were making some changes and improvements in all of these areas. Also take a minute to recognize what is going well in both your business and personal life and how that makes you feel when you see it all in one place.

Now you should be ready to compile it into some high priority goals and objectives that are important and necessary for you.

6. Take two or three of your priority items from both 2 and 5 and write them below. You could also include something you wrote in 3. These are your most important goals and objectives for the next few weeks or months to be working on. Arrange them into the order of priority for you with 1 being the highest.

My Priority Goals & Objectives

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

7. If there are some other goals or objectives that you need really want to work on that didn't get listed into the above, write them here. These would be items or areas that aren't of the highest priority or necessity, but you'd like to work on or achieve for your personal satisfaction. Things you would really feel great about if they were finished, done and off your agenda.

You now have a list of six to ten priority items, plus your three time management or productivity items (from pg. 6) that you need to work on right away. We will break these down into actionable steps later on.

You also have a snapshot assessment of how you see things today. Think of it as a "line in the sand" to measure your progress and results in the future. Think about when you look back a year or more from now and see everything that you've achieved and accomplished.

There is still some work to do, and we will get to it. But in the meantime - since you have it all written down - try and see what you can do on your own to work on a couple of these in the next few days.

Day 5:

Write out a few resources that you have right now that you are not using that can help you get what you want or get some of these things done. They could be people, tools, techniques, or skills that you have.

Looking forward to next week, think about using (leveraging) these resources and recognizing any new opportunities that come up during the week.

Even though you may not be writing some of the things you've worked on this week in the next workbook exercises, I encourage you to continue the habit of daily gratitude, assessing your situation and using what you've got.

This Weekend:

- Review the actions you will be taking during the upcoming week as you start the next round of exercises and actions.

Week Three: Change Your Ways

This week you will begin to adopt some new habits and utilize resources. You will also identify opportunities during your week and begin to change the way you deal with distractions and interruptions.

Day 1:

Write out your Very Important Things you will be working on this week. These aren't necessarily priority list items, goals or objectives, but would be smaller items that may need to be finished before you can start on your work plan. They could also be new habits that you are committing to work into your daily routine.

List any resources & opportunities that you found, took advantage of or utilized in some way today:

Day 2:

What are the Very Important things you did or are working on today?

List any resources & opportunities that you found:

List some of your distractions, interruptions and the solutions you came up with to deal with them:

Day 3:

What are the Very Important things you did or are working on today?

List any resources & opportunities that you found:

What are some of the tasks that you delegated today or plan to delegate?

Day 4:

What are the Very Important things you did or are working on today?

List any resources & opportunities that you found:

List some new distractions or interruptions and any solutions you came up with to deal with them:

List some a new habit or routine that you started (or are going to start)?

Day 5:

Review your week and look forward into next week. List the resources you used and opportunities that you took advantage of. Review the Very Important Things that you accomplished; if you didn't complete them, then why?

Tasks that you delegated or are committing to delegate:

Write out a few ways you could - or would like to - invest your time.

Even though you may not be writing some of the things you've worked on this week in the next workbook exercises, I encourage you to continue the habit of writing very important things, looking for ways delegate tasks invest your free time.

This Weekend:

- It's been a busy week! If you didn't get as much done as you would have liked, don't worry too much. Carry those tasks over to next week. Enjoy yourself and have some fun with family or friends!

Week Four: Change Your Plan

During this week you will use the work you've done from the previous weeks and start to form a work plan that fits best for you and has the best chance of succeeding. Short-term and long term goals for both your business and personal life will be written, as well as the objectives with deadlines for you to achieve. You will finalize it into a series of steps that you will begin the following workweek. This will be broken down into three phases or parts.

- **Step 1** will be about refining and making some goals and objectives about time management.
- **Step 2** is about some of your business goals and objectives.
- **Step 3** is about your personal goals and objectives.

Day 1:

Step 1: Your Time Management

You will be writing your commitment to time management; your "why's" - the who and what you're doing it for. Your reasons. By using the information that you have learned, exercises you've completed and have already written in this workbook, it should be fairly easy to complete all of this quickly.

This first section should include:

- a brief statement of your commitment to your unique definition of time management or a summarized version of what you wrote on **page 4**.
- your reasons (motivation) based on the exercises from **page 8**.
- the results and benefits of managing your time better.
- how it will impact your life, or how you will feel when you achieve it.

1a. This can be a single paragraph or a few, as long as it summarizes your “whats” and your “whys”.

Make sure that you include how it will feel, and what you will do when you have more free time to do what you have determined is very important to you.

1b. The way I will achieve effective time management and productivity is by:

1c. List the very next three action steps necessary to complete or support this:

1d. What is keeping you from taking these steps right now?

Day 2:

Step 2. Writing a major company goal

Okay, now we will do the same thing for a business or personal goal you have. This should be a **high priority item** from this workbook. Copy a major company goal or project item from page 15 of this workbook to the area below, and then add what the expected result or benefit would be for yourself or the company when it is completed. This can be a single sentence or a few bullet points as long as it summarizes your “whats” and your “whys.”

2a. High priority item or action you want to accomplish for your company:

2b. How will the company benefit from achieving this? What is the expected result?

2c. List only the very next three action steps necessary to complete:

2d. What exactly is keeping you from taking these steps right now?

Step 3. Writing a major personal goal

This should be a **high priority personal goal** from page 15 of this workbook. Copy an item from that list to 3a below, and then add what the result or benefit would be for yourself or the company when it is completed. This can be a single sentence or a few bullet points as long as it summarizes your personal reasons and motivation.

3a. My high priority personal goal is:

3b. How would you benefit from achieving this? What is your motivation?

3c. List the very next three action steps necessary to complete:

3d. What exactly is keeping you from taking these steps right now?

Continue this process for any other major goals that you may have, but I would suggest keeping the time management goals and objectives plus one major business goal and one major personal goal. Don't try to do too much!

Day 3:

Step 4: If you have **obstacles** for any of your Time Management, Business, or Personal Goals, write them here, as they must be removed or eliminated before you can take action steps from your list. **Remember that your items must have a time or date to become an objective** and be an actionable item.

Example: *Order software program by Friday or Call the bookkeeper on Wednesday.*

Time management action steps:

Estimated Due Date

1.

2.

3.

Business Goal action steps:

Estimated Due Date

1.

2.

3.

Personal Goal action steps:

Estimated Due Date

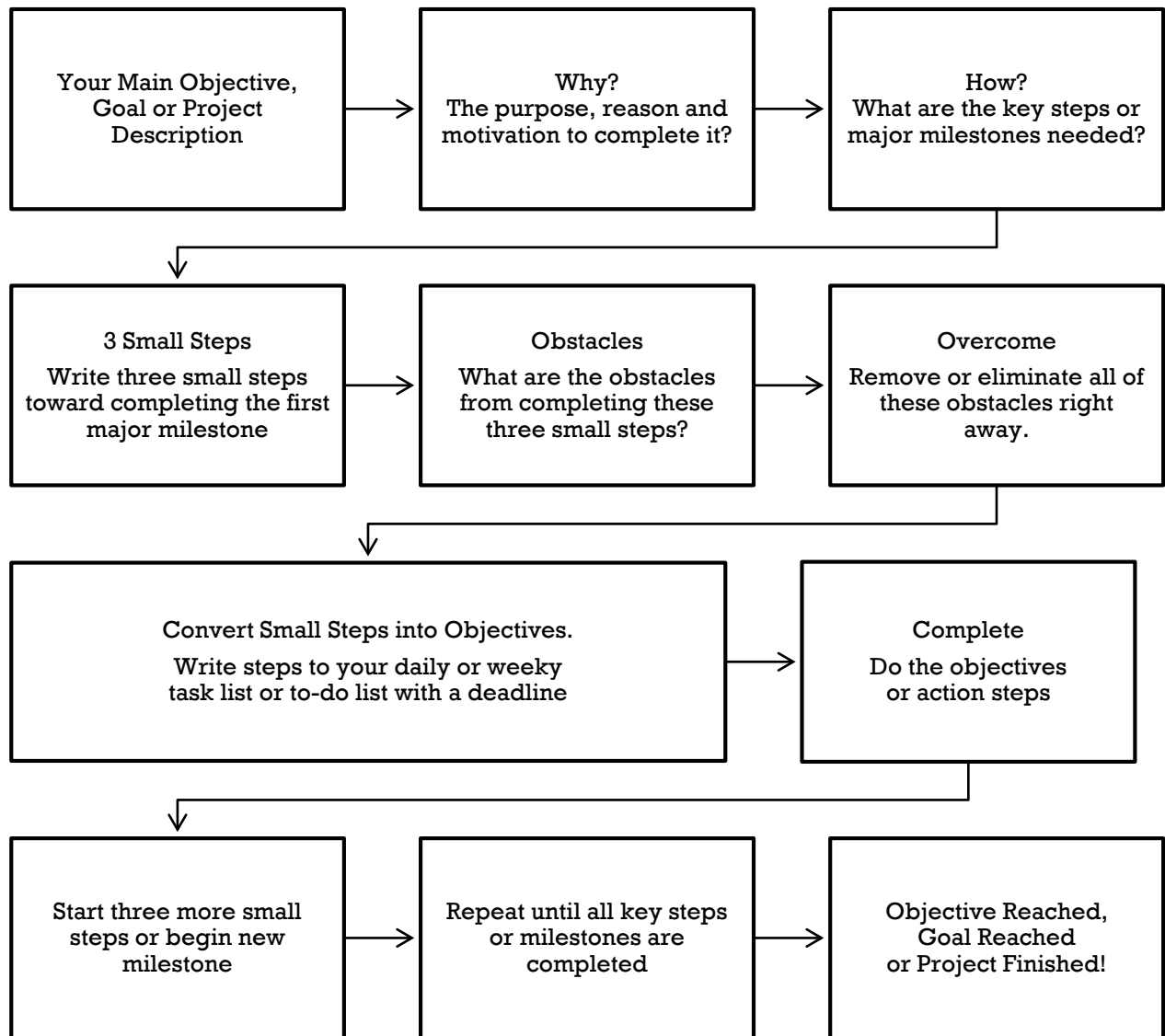
1.

2.

3.

This is your action list for the near future. Put these items on your to-do or task lists.

As you keep working on these goals, major objectives or even projects, always try to break each one down into smaller steps using this format:



Stop and complete all of the obstacles before moving on. They are your highest priority to work on until they are eliminated or removed. After all, they are the obstacles that are keeping you from meeting your objectives, right? And therefore they are keeping you from completing a major step or milestone and ultimately from achieving your ultimate goal.

Once any obstacles are handled, you will move your three action items to your daily or weekly to do list with a deadline to complete. Now they are *objectives* and need to be done. Do them.

After you complete your objectives, you will repeat the process by writing down the *next* three little steps to completing a major step toward a goal, eliminating what's keeping you from completing them, and then completing them.

In this way you are only focused on the *next three things* or the *obstacles that are keeping you from completing the three things* at any one time. You don't need to daydream about the finished project, or get excited about Step 17... just focus on the next three small steps or the obstacles keeping you from starting them.

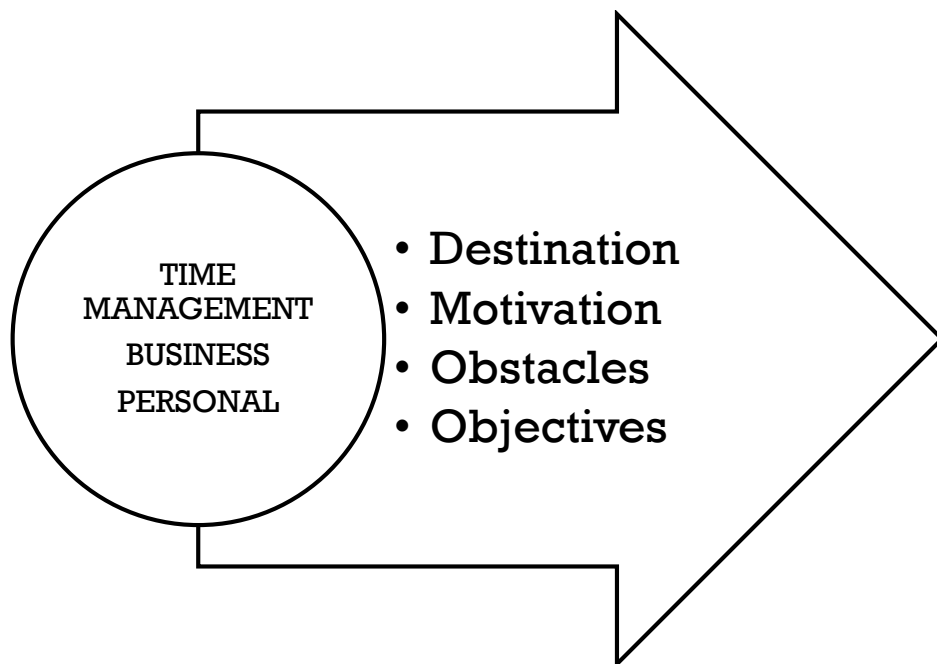
Note: You may discover that in some instances the obstacles themselves become their own project, with their own key steps, small steps, obstacles and action items for your to-do list.

If this is the case, so be it. Even if you have to make each obstacle into its own project, it still has to be done first before moving on.

Day 4:

Finalize your work plan. Go over the key areas that need the most work or would have the biggest impact if they were handled. If you need to rethink it, or revise it that's okay. Make sure you think about the goal and the motivation thoroughly. It is very important that you can clearly visualize the destination and that you are highly motivated to do all the little steps you will need to make.

Don't make it too complicated – just remember that by the end of today you will want a good understanding on just the very next three objectives or obstacles for each of the three areas: Time management; Business; and Personal.



Day 5:

Review this entire workbook, your exercises and lessons. Add your notes and any of your thoughts about putting it all into action starting next week.

Get ready to begin to take action starting on this date: _____

Notes:

I encourage you to continue to use the habits, practice the skills and keep reviewing the exercises you've done up to now. Work them into your daily schedule until they become as natural as breathing. These could include changing your mental states, gratitude, or even reminding yourself what you want from the business or why you started it. You've already identified most of the issues - *the good, the bad and the ugly* - in your business and life, so make a point to work on those neglected areas whenever you can.

This Weekend:

- Do something new and fun. You have done a lot of work up to now, so reward yourself a little - you deserve it!
- Review your work plan on Sunday night (or the night before you start).

Week Five:

Working in Your Plan

- Start doing the small steps and obstacle removal. Pace yourself - don't try to take on too much at once.
- If you can, list your small accomplishments and progress each day and celebrate them! Don't concentrate on what didn't get done - just work on it tomorrow.

Come back to this page as you go through your week, and write what you were grateful for, and some of the positive things that came out of you making progress on your objectives:

List some of the obstacles, unproductive states of mind, old habits, and the distractions that you needed to overcome to make that progress. If they stopped you, then take a moment to readjust and figure out how to lessen, eliminate, or go around them to get back on track.

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

If you are getting behind on what you thought you'd have done by now, don't be discouraged. Acknowledge where you may have slipped or lost momentum and try to figure out why. Make a game out of tricking yourself to get the important things done if you need to.

[illegible]

Conclusion:

Going forward from here, you'll want to refer to the things you've written in this workbook to remind yourself of the aspirations, goals, and objectives you've laid out for yourself.

I am sure that after a while it may seem tempting to just stop and handle the big crises and things that need urgent attention. That's okay. Re-read the main book or certain chapters as needed to get yourself back on track.

- Try to stick with the program as written, as long as you can. The idea is to form new habits and connections in your brain. Hopefully to will to start to see possibilities and potential that is all around you and take action.
- Eventually, you'll develop your own style, your own system for getting things done. Use, change or adapt the methods you've learned - along with the things you've discovered about yourself – to make a unique process that truly works and gets results for you.
- Keep striving, trying and doing whatever it takes to get to where you want to go and making your business all you ever wanted and more!

The following pages have printable worksheets for solving problems and breaking down projects, plus some business “fitness checkups” that you may find useful.

PROJECT ANALYSIS WORKSHEET

SECTION I

1. Project Name or Description	How urgent is the project?
2. What is the purpose or intent?	
3. What is the outcome? or What will it look like when completed and finished?	
4. List the main benefits of completing this:	
a.	e.
b.	f.
c.	g.
d.	h.
5. What is the result if you don't do this?	

SECTION II

Do you have the resources to apply or time to invest to complete this?	Y	N
Do you have the special skills or training you'll need to complete this?	Y	N
Is this project profitable for yourself or the company?	Y	N

If you answered NO to any of the above, you should not proceed with this until you do have the resources, skills and know that it is profitable or advantageous to do this.

SECTION III

List the major steps, milestones or checkpoints here:	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

SECTION IV

List three or four small steps, to complete the first milestone or checkpoint above.	List any obstacles that are keeping you from completing the small steps to the left.
1.	
2.	
3.	
4.	

Transfer obstacles (if any) or your small steps to a to-do or task list. Include a due by date or deadline to make it an objective (action item). Take action and start working these right away.

When completed, break down each **major step** into **smaller steps, obstacles** to be removed and **adding a deadline** to make them into action items for your task list.

Print this page only if a project has many parts or sections to complete.

SECTION IV

List three or four small steps, to complete the next milestone or checkpoint above.	List any obstacles that are keeping you from completing the small steps to the left.
1.	
2.	
3.	
4.	

SECTION IV

List three or four small steps, to complete the next milestone or checkpoint above.	List any obstacles that are keeping you from completing the small steps to the left.
1.	
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List three or four small steps, to complete the next milestone or checkpoint above.	List any obstacles that are keeping you from completing the small steps to the left.
1.	
2.	
3.	
4.	

Marketing Fitness Questionnaire

Online Marketing (local)	Y	N
1. Does your website clearly state your company's USP (Unique Selling Proposition)?		
2. Does your site provide benefits and solutions to the visitor or is it focused on you only?		
3. Is your website mobile-friendly (views properly on desktop, tablet and smartphone)?		
4. Does each page of your site have a single focused objective?		
5. Does your Contact Us page capture visitors' names and email addresses?		
6. Do you have a Google business page with photos and links to your website?		
7. Do you have an auto-pilot system to capture and follow up with leads on your site?		
8. Does your site convey trust and authority to your visitors?		
9. Are you using multiple online strategies to generate targeted, local visitors?		
10. Are you taking advantage of social media opportunities like Twitter, Facebook, and Instagram, LinkedIn, and Google+?		
11. Do you know the weight and importance of online company reviews, star ratings, and testimonials for your business?		
12. If you visited your website, would you want to do business with your company?		
For every "yes" give yourself 1 point; for every "no" answer, give yourself zero. TOTAL:		

If you scored 11-12 points, congratulations! You're doing things well. If you scored 9-10 points, you are only missing a few things that could make your business more profitable. If you scored 5-8 points, you're not alone – many businesses in your area fall into this area. With some improvements you can have a major advantage in your area. If you scored less than 5 points, you should consider making major improvements to your site to increase sales and profits *immediately*. Give us a call today to help.

General Marketing	Y	N
1. Are you spending between 6-12% of your annual sales on marketing and promotion?		
2. Are you happy with the results of your current marketing efforts?		
3. Do you know the top three ways that your customers want to be contacted?		
4. Do you have a customer profile or avatar that represents the perfect target customer?		
5. Do you have a detailed, written marketing plan with ways to measure results?		
6. Do you split-test your ads and marketing materials whenever possible?		
7. Do you ever follow up or reach out to customers after the sale or service?		
8. Do you actively seek referrals, testimonials and reviews from happy customers?		
For every "yes" give yourself 1 point; for every "no" answer, give yourself zero. TOTAL:		

If you scored 7-8 points, congratulations! You're doing things right! If you scored 5-6 points, you only need to work on a couple things. If you scored less than 5 points, you're not alone! With some effort and attention in these areas you could have a major advantage over many businesses. Consider making the improvements needed to enjoy repeat business, increase your overall sales and profits easily. Give us a call today for a free consultation – we're here to help!