TIME MANAGEMENT

& PRODUCTIVITY

TECHNIQUES FOR SMALL BUSINESS OWNERS

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Time Management & Productivity Techniques for Small Business Owners

By Ken Seaney

Introduction

As a self-employed small business owner you have a huge dilemma: it seems that there are just not enough hours in the day. You are busy, busy, busy, and work very hard but you never seem to have enough time to get everything done. You are finding it harder and harder to get ahead or feel that you've got things under control with the business. Something has to change, but you are unsure what to do about it.

In this book we're going to cover the best ways for you to save time and get more done. You'll discover:

- What time management really is.

- How to identify the things that are stealing precious time.

- How to be more effective each day.

- How to change your habits and routines that are not productive.

- Ways to eliminate distractions and interruptions.

- Why you should invest your time and not just spend it.

My Story

Not long ago I was in your same position. I was always stressed, worried, and downright unhappy because my business kept demanding more and more of my time. The harder I worked, the more work needed to be done.

I made a decision to get control of my time; to stop being so *busy* and *get the things that really mattered done*. I also wanted to put the business in its place *and make it work for me for a change*.

It wasn't overnight change or success. A little forward motion became momentum, which led to renewed energy and excitement about the business. This resulted in leveraging that excitement and energy into making sound decisions and seizing opportunities that were all around me. The company grew and was quite successful.

After many years I sold the business and focused my attention on helping small businesses with their marketing and daily operations as a consultant. Each day I use the experiences and expertise that I gained by owning and operating a business to help others succeed.

In working with small business owners, I always ask a lot of questions to determine what their biggest challenges in their business are. The overwhelmingly number one response is usually *time management and productivity*. They want to make better use of their time and get more accomplished each day.

So I decided to write this book to help the many small businesses, entrepreneurs that all need a little help in this critical area. In addition, I have written a more in-depth 30-day plan that I will discuss later in this book. While

the concepts and ideas here can be used by anyone, it was written to help people like yourself that are working very hard to do it all themselves.

I have seen the techniques that you're about to learn work wonders for business owners that felt *stuck*. Owners that just needed to tweak or change a few things to get the little bits of time back and begin to work on the business from the outside.

One of the benefits that I've noticed is that these same owners that were feeling a little *burned out* get a renewed energy and excitement about their business again - something that had lessened over the years of doing the same thing over and over again.

I've seen people - no smarter than you are - transform their businesses through using these strategies. I also know that you <u>can</u> change, and that is essential that you start right away. With a little understanding, some new skills and habits and plan for the future, you'll be on your way toward better time management.

Time Management & Productivity

There are a couple of fundamental reasons why you feel that you need more time: Either you actually have too much to do each day, or you allow yourself to be distracted and don't get the things done that you know that you should.

You will need to write down where your time goes each day. Some people would call this a *time audit* and it can be effective at bringing your unique distractions into the light so you can deal with them. (There are even apps for smartphones to help keep track of your time for you, which I find just a little ironic.)

Observe what you are doing during your work day and pay attention to the routine, rituals, habits and activities that are harming your business and effectiveness. Write them down.

Identify interruptions and distractions that you cannot directly control that could be lessened, avoided, or eliminated by being more proactive. Write them down, too. You want to handle these things before they become emergencies.

Here are a few examples to get you started:

Situations: Traffic or road conditions, weather, job cancellations, crises, emergencies, rework, repairs.

Tasks & Functions: Paperwork, administrative functions, bookkeeping or accounting, jobs you hate to do, tasks you're not good at.

Habits: Excuses, rationalizing, procrastination, wrong priorities, piling on too much work, unreasonable expectations, getting distracted, lack of focus, disorganization, self-discipline, accountability, mindset, self-defeating beliefs and actions, self-sabotage.

Distractions: Some phone calls, phone notifications, some email, web surfing, personal errands.

Interruptions: Unexpected and unimportant calls and texts, long phone calls, chit-chat, phone notifications.

States of mind: Stress, frustration, worry, fear, indecision, anger, guilt.

Did you notice that the majority of the examples above are habits? As much as you'd probably like to blame other things, the majority of your time issues may be related to your own habits and discipline. This is where you should start, although it may seem hard.

So I think you would agree that time management is really about *self-management*. The habits and rituals that you have, plus the way you manage situations and make decisions all lead to a feeling that *you could have done more*, or that *you need to do more*.

So how do you develop the discipline and self-management needed to be more effective or get more accomplished in less time?

You'll need to:

- Recognize that there is a problem, and that it is probably you.

- Stop blaming circumstances or situations as the cause of your problems.

- Make a conscious choice to make the changes needed to get it handled.

- Make a plan and real effort to follow it.

- Check yourself often and recognize your progress. Make adjustments if needed.

You have already made a positive move toward fixing this critical area of your business and personal life by taking action and getting this book. I commend you on your effort to change and encourage you to stick with it. But in addition to the above you will need to do some serious *observation* and *introspection*.

When you look at your situation, you should try to remove the *emotions* and *feelings* that you associate to each of your challenges. You may feel guilty about procrastinating. You may feel unhappiness or shame for not doing more or being able to figure it all out. You don't do anything about it because it causes you *pain* or *discomfort.*

The key - when looking at your current situation - is to be detached and unemotional about these habits and actions you're currently engaged in. Be objective and practical in your approach and analysis. And deal with them appropriately.

Where you <u>do</u> want to apply the strong emotions and feelings is in your personal motives for making the changes. Think about the way you will feel when this area or situation is handled. Imagine the happiness you'll experience when you have more time to spend with friends and family. Also, think of times you have made fundamental changes in habits and routines to accomplish something before this. This will help to get you started.

You will also need some real motivation to keep you going. Without the big reason <u>why</u> you need to change your habits, it probably won't happen for you. Without the <u>who</u> you're doing it all for - those most important to you - it will be all too easy to fall back to the comfortable old ways of doing things. *It just seems too hard to change.* Again, by applying deep emotions and feelings to your reasons, you will have a greater chance to make the changes.

Find what truly motivates you and use that to get things done. Chances are that it's *pain, pleasure,* or *pain avoidance* that gets you to take action. So use that knowledge to help you get your time management under control, and use it to your own advantage.

The fear of the unknown or fear of change is a very big thing for many people. It's necessary to *shake things up* and *get out of your comfort zone* as much as possible to experience real growth and change. I tell my clients that if it feels uncomfortable then it's probably worth looking at a little closer. If there is positive outcome and low-risk, then they should probably do it. The point being that if you always do what you've always done, you always get what you've always got.

I am not suggesting that you make risky or crazy moves in your life or business, but to sit in one place and <u>not</u> change, or grow, or learn new or even try is a sure recipe for disaster and could lead to stagnation and unhappiness. To talk yourself out of things before they have even happened is a real shame. What you're doing isn't working, and a break in the routine is probably what you need to set you back on your heels a bit and make you aware of what does and doesn't work.

Starting New Habits and Routines

There is a school of thought that says it takes four to six weeks to set a new habit to where it is automatic. There are others that say it only takes a minute. All I know is that it only takes a minute to make the decision to make a change. Then the hardest part is to get started each time it needs to be done.

For example, the hardest thing about getting out of bed in the morning is to put your feet to the ground and start moving. Once you do, you go through the processes and steps it takes to take a shower, get ready, make coffee or breakfast, start the car, and so on.

Why can't a new, positive habit or routine be any less automatic than say, taking a shower? There are specific steps that need to be completed in a certain order to accomplish it. You've done it so many times that you don't even think of the steps consciously anymore, they have become automatic to you. You don't ponder them; you just do them.

You wouldn't stand in the shower and have an internal dialogue about turning on the water, convincing yourself it's not worth it or it's too much trouble, would you? Or argue that you shouldn't use soap, to leave the water running, or not use a towel when you're finished… right?

The point here is that you <u>know</u> what needs to be done with your business and your time. *You know that you know.* But you continue to make conscious decisions every day <u>not</u> to do some the important things… and it's time that you stop. Or suffer the consequences of your decisions or inactions.

Stop doing the trivial and unproductive, and do the things that matter most. Don't make the things you need to do any bigger, harder or more complicated than they really are. Try to get to the point where they become automatic and unconscious actions that you just do because they need to be done. Nothing more, nothing less.

Make the things that need to happen a high priority or necessity. Let's say that your car breaks down. You can't just ignore it, can you? You need to get it fixed or you won't be able to get around. Even though you may not have the extra money to spend, it's an inconvenience to get it to the shop and you have to find alternate transportation it is a necessity and a priority to have it fixed. You make the arrangements, have a few days of discomfort and you get the vehicle back. You find a way and you make it happen.

How is this any different with your business? Your business is your vehicle to getting what you want out of your life, isn't it? If that's the case, then you want to put good tires on it, fill it with good fuel and keep it maintained and running in tip-top condition, right?

If you're not sure where to start, how to begin, or it all seems too convoluted and overwhelming… I understand. And sympathize. But it's *your business* and *your life* and *you* need to pick a direction and *just start moving toward it*. You don't need to know or plan out all of the details, you just need to know the next few key actions and do them.

Start simply with some small goals and some habits that need to change, and *just work on them*. When begin to realize that you can make big changes with little steps, then you can get a little more ambitious and bold. I know there was a time when you completed something that you didn't think you

could do, right? You just did it and surprised even yourself. So keep it simple and do the obvious.

Free up as much time as you can so that you can get to the important and strategic work that you really need to do. Make the time to think and figure stuff out for the business. Being too busy stifles your creativity, innovation and problem solving. Too many small business owners spend way too much time working <u>in</u> the business and not enough time working <u>on</u> their business. Don't be that guy or gal.

If you can free up some *breathing room* or *thinking time,* I guarantee that your path will become much clearer. You have built the business all around you so high that sometimes you can't step out to see it from the outside.

Here are a few things that you can do <u>today</u> that are positive habits and actions that will free up some time for you. Hopefully you'll use the time gained to set up your business to where you don't get overwhelmed any longer, and that you begin to make it work for you for a change.

Stop the self-sabotage, self-defeating, and unproductive thoughts that keep you from working toward your business goals. Never let that negative voice in your head talk you out of doing something positive for yourself or the business. I tell it to, "shut the hell up" at least once a day, and then get back to doing what needs to be done.

Ask, "Is this profitable?" Think about your actions and decide if they are profitable for your company. *Profitable doesn't always mean a stack of dollars.* If the things you are doing each day counteract your values, goals and aspirations, limit them or just *don't do them.*

Know your limitations. By recognizing what you're best suited for you will have a better chance at making progress in certain areas of your business. Do what you're best at, and leave the rest to the experts: hired guns, subcontractors, part-time workers, etc.

Do important things first. Even if they are things you don't enjoy doing, by starting your day with something major under your belt, you'll feel a lot better - even if things go wrong the rest of the day.

Don't multi-task. Whenever possible, do one task all the way through. Better that you have two or three important things done in addition to your regular work instead of many half-finished tasks.

Do reward yourself for little victories. Give yourself a little treat or break when you accomplish or finish a task. Recognize that you did good. While this may not give you more time in your day, it can help with your energy to tackle the next thing on your list.

Don't pile on too much to do. Be realistic as to what you can get done effectively and accurately when you make your daily or weekly to-do lists. You can be ambitious, but don't pile on so much that even Superman couldn't get it all done.

Delegate tasks and jobs to free yourself up. You can't do it all. Yes, it may not get done exactly the way you want, but it will get done and you didn't have to do it. Be open to the idea of *doing things for success* and not always for *perfection*.

Be proactive. The emergency of today is usually the result of putting something off a while ago. You've been doing this for a long time. You know what the recurring obstacles and challenges are, so make sure you take care

of small things as soon as they come up so they don't grow and become full-blown emergencies.

You can say, "No!" Don't take on work from customers with unrealistic deadlines or unreasonable demands of your time or energy. It's just not worth it in the long run, and sets a bad precedent for your customer and yourself. Many times to satisfy their own *emergency* you end up short-changing other customers that are patient and scheduled. Maybe it forces you to work late, cut some corners, or put off other important tasks that need to be done. You can say, "No" sometimes, so do it when you need to.

Lose the problem clients and jobs. This goes along with the entry above. The 80/20 rule says that you have 20% of you customers taking up 80% of your time. Concentrate on the other 80% of your customer base and make them really happy with your products and service.

Cut down or eliminate the wasteful and distracting. Email, web surfing, and the constant "ding" of your smartphone notifications are an obstacle to getting things done. Turn off the phone when possible, only handle the emails at set times during the day, and stay away from the *black hole* of social media. You can always see what people ate and who got what while you're at lunch or after your work is done.

Be accountable to yourself. One big challenge for the business owner is that since they don't answer to anyone, they can put off or just not do whatever they want with very few repercussions. *This can be dangerous.* Hold yourself - as the employee - accountable to get important stuff done.

This is a major part of the program as outlined in my **[30-Day Time Management System](#)** book and workbook - to view things in such a way as to train yourself to be more accountable.

Look at all of the angles. Take each situation and try to look at all sides and directions before reacting or making a decision. Many times a situation or challenge is not one-dimensional - it has many facets that need to be considered. Take a breath, choose the *most logical* and *profitable* solution for now, and try not to act on impulse.

Don't make desperate decisions or reactive moves that are not beneficial to you or the company. Unfounded fear and worry will sap your energy, drain your resources and usually keep you from recognizing and taking advantage of good opportunities.

Know when you make your best decisions. Do all of your planning, strategy and decision making when you are most effective. You wouldn't drive a car when you're tired, so why would you make critical decisions when you're tired? For many people, mornings are best for making good decisions. And for others it is after work and they have a short *power nap.* The point is to find out when you're best at making good decisions and only make them at those times. If you're tired, just put off making a decision and go over it when you're sharp or fresh.

Be focused. Don't let others get you off track. By the same token, don't let yourself get disheartened, dismayed or distracted. Banish the self-doubt as soon as it comes up by discussing it with yourself or reminding yourself *why you're doing it* and *what you're doing it for.* The doubt will pass, just like it always does.

Be generous. Help someone that may be struggling with *their* business. Offer something that is of value to them. Donate your time, services or have your company sponsor a worthwhile cause that will make you proud to be involved with.

Know your worth. When you know what your time is worth to your business, you can then decide if some jobs or functions can be subcontracted or delegated to someone whose rate is less. Your time as the innovator, creator and visionary is worth more than you may realize right now. Free yourself up to do more profitable and important things.

Be active. Don't be tempted to "sit on your laurels" too long in business. You should strive to keep improving, innovating and growing your business and yourself. There is always a *further* or *better.* Always.

Remember that it is the *empty spaces* between doing productive things that can really add up in your day or workweek. Think about it. If you could gain back - though efficiency or eliminating the wasteful - as little as half an hour a day, it would probably equal about **three weeks of time saved** in a normal work year. By using the same logic - if you fritter away a half hour a day, you will *lose that amount this year.*

The Importance of Investing Your Time

Can you invest your time? You can invest your money, can't you? You put it into something and expect to receive something in return at a future date. *It should be the same with your time.* If you invest your free time into something you should expect some sort of return later on. You won't receive *more time*, but hopefully by making proper investments you will receive something beneficial and worthwhile in the future. Investments should always grow.

You have invested time in your business, expecting a return of some kind, haven't you? Of course you have. You worked hard and invested a lot on the business to get it where it is today. Make sure your efforts have potential of a dividend over the long-term.

No investment you make with money would have an immediate result or instant return, and neither should you expect it for investments of your time. These are long-term concepts to learn and practice.

Recognize and develop good networks and good business relationships. If there are negative business relationships around you, then get rid of them. Nothing personal, it's just good business. Don't be dramatic or burn any bridges, but you are not required to tolerate it, either.

This means any vendor, subcontractor any other provider of goods and services to your company that seems to always lag or let you down, misses deadlines or makes excuses for poor work is, "outta here!" You can choose who you do business with and you deserve better than that.

Invest time in yourself. Never stop learning new skills, or practicing the ones you have. Whether it's for work or for your personal life, practice something daily to get better at it. Be okay with where you're at but always strive to be a little better tomorrow.

Learn skills that can really make an impact in your business. Research and study areas of neglect in your business or ones that you don't fully understand. If it's sales and marketing, administration, or organization skills that you need to learn - find it in books, online courses, or personal instruction and use that knowledge and those skills to improve your business.

Invest in new business relationships, networks, and making new connections. Meet new people. Join a business group. Ask questions and listen. You don't know it all and can learn much from others' experiences and expertise. Be friendly and participate. You may be surprised at how many people will be willing to help you with a problem or issue you're experiencing. You may also find that you have something to offer others.

Invest more in the personal relationships you already have. It's quantity and not just quality time that you want to achieve. Increase the actual length or amount of time with the ones that are most important to you.

Invest time in helping others. Charity, volunteering, teaching something to others. We learn and form better connections in our brains if we have to simplify techniques and show them to someone. You'll be happier if you give more, and *that's good stuff.*

In short, always try to invest your free or spare time in things that have value to you and that are really important. Try to do less *trivial* and more *valuable.*

I would also add that you should not be afraid to "un-invest" your time or efforts into the things that are not working. If too much technology is making your life confusing, then simplify things. Reduce the clutter and the accumulation of *things.*

Invest in returning some balance in your life. I have noticed a trend lately of young people learning traditional skills and recognizing the value of handmade and hand-built things. I think they are trying to find balance in a world of instant gratification and mass technology by also embracing simpler things made with their hands, too. They love their mobile tablet *and* blacksmithing, or they love their smartphone *and* knitting. That's cool.

By seeking out ways to balance yourself, you can minimize or reduce the effects of the ever-busy and hectic world we live in today. This may explain the popularity of yoga and forms of meditation these days: they are looking for balance in their frantic lives.

Making Your Time Management Plan

What follows is a simplified version of the detailed plan that is detailed the complete ***[30-Day Time Management System Workbook.](#)***

Basically, you will need to do the following:
Know your goals. Exactly what you want to accomplish or change. Be as detailed and specific as you can when you write it out. If you can visualize and picture it as finished, it will be easier to accomplish.

Know what your motivation is. Really think about your reasons, your *why.* The higher your motivation is, the more likely it will be that you will stick with it. It can be negative motivation, too where you list what will happen if you <u>don't</u> do these things.

Know what your objectives are. The actionable steps you need to take to move toward the goal. Don't worry about <u>all</u> of the little steps - just the next few that you need to do to get you closer.

Work on the objectives. When you complete the steps you have, the next ones will be apparent. Write them down as actionable steps with deadlines and do them.

Setting Goals and Objectives

Do you know the difference between goals and objectives? Even if you think you do, I will try to explain the definitions so it's a little easier to understand and apply.

Both goals and objectives can have steps and parts that need to be completed along the way, but the main difference is that:

Goals are intangible. They do not have a well-defined end or completion. An example is the statement, "I want to be better at cooking." Better than what? When would you know you are better at it? Is it after you have learned to make stuffed french toast or when you can whip up a great Hollandaise sauce?

Objectives are much more tangible and finite. "I want to learn to make clam chowder this week" or "I want to learn to make fresh pasta noodles on Friday." You would know it was completed when you made noodles on Friday, right?

In relation to our discussion, your goal may be to manage your time, but an objective would be the specifics of <u>what you will do</u> right now to get closer to managing your time. It has to be something pretty concrete and finite and can be measured. This means there is a way to tell when it is done.

Example: My goal is to work less in the business so that I have more time to work on the business. I will accomplish this by:

- *Getting one important thing done each day, before I start my regular work.*
- *Answering email only at the beginning and end of my day.*

- *Limiting all calls to less than 7 minutes starting today.*

- *Remove social media and text notifications from my phone.*

- *Regular 15-minute appointments with myself at the end of each work-day to review and plan.*

- *By doing these things I will have the time for planning and strategy of the goals and objectives for the next quarter.*

These are specific, ongoing good *habits* and routines, but would there ever be a day when you thought you were done with it? Not really. It goes on and on. The result may be that you are freeing up the time by doing numbers 1 through 5, but it will be a continuing and ongoing process. Things will get added and things you've done won't need to be on daily lists.

Other objectives will be the little steps toward completing a big step toward completing a goal. Let's say that you have a project: you want to revamp your business website in the next month. You have a few choices of how you can do it:

- You could wait 'til the day before the month is though and work all night rewriting copy and fixing up photos and graphics.

- You can write down all the little things that you need to do and then convince yourself that you just don't have the time.

- You could write down the next three steps: *Write new copy, size the new photos, make a new graphic for the About page* and follow each one with a reasonable deadline - and add those to your to-do list:

   Write new copy for the front page tonight.
   Get the new photos together and size them on Wednesday.
   Make the new graphic for the About page on Thursday.

The good thing about objectives is that they are *measureable*. Did you do these things? Or did you put them off and do something else? You may find that once you start to work on something, it goes faster or you get *on a roll* and end up doing more than you'd planned to do in that session. *Bonus!*

In summary, you need a simple statement of what you want to achieve, followed by a good motivator - the who or why and the benefits of achieving it. Insert emotion or feelings if needed: *how you'll feel when it's completed and done.* Next would be the few little steps with a deadline. Transfer these to your daily or weekly to do list and start working on them right away. Don't make it complex or set it up with all sorts of things that need to happen before you start - this is *resistance* and must be avoided at all costs. By starting and doing something small you will *defeat resistance* and gain *forward momentum*.

Some things may not need a statement or a motivator - it's up to you to decide if they do. But if the goal has a high chance of not being completed or getting put off (again), you must find a reason *why* it needs to be done soon, or *what will happen if you don't get it done.* Sometimes the motivator is that it's just been hanging around too long on your list and you're sick of it hanging around unfinished. That's okay, too… whatever works!

Getting projects done that you have "been meaning to get to" for a long time is great for the momentum and energy to complete other things you have put off or neglected.

Here are a few more tips that may help you:

Don't try to do too much at once. Work on very few goals at a time until you are used to handling more, or when you free up blocks of time to work

on more. Take it slow, and be happy with little victories and small steps. We tend to overcomplicate things and make them dependent on certain criteria that must be met. Simplify and just do them.

Always keep a few small steps on your daily or weekly to-do list. This way you are always making little progress in a few areas. Steady and consistent progress is much better for your chance of getting your goals and objectives completed. Remember that it is more like marathon and not a sprint.

Try to delegate when possible to work on multiple fronts at once. By delegating, all you need to do is manage and make decisions or approve work that others are doing and you can get much more accomplished.

Always be aware about what you are trying to accomplish. You are drafting a plan that is going to give you free time to do the things you love to do; with the ones you love to do things with. Or whatever you plan to do with your free time.

Optional (but important) actions to do for your business:

Writing out a basic list of core values: the things your company believes in or stands for. This one is first because it's the attitude of the company and what is important to it as a whole. This can help in hiring like-minded individuals that "get" your company or when going into joint ventures or cooperative partnerships. This can also be particularly useful to have when making decisions for the company.

Writing a company mission statement: This is usually a one-sentence statement that sums up the company vision such as, "A better world through

kindness to animals." I don't find this very useful, but some people do like to have a short phrase or statement that defines their vision.

Writing a simple set of company policies: Usually enforced for legal issues or recourse; something you can fall back on when needed. They can include codes of conduct, benefits, entitlements, etc. but should include terms of payment, forms of payment, and clarification of guarantees or warranties.

Writing a simple operations manual for the procedures in your business. How you do things or and expect them to be done. It will help understand the process you use to complete functions and make improvements (even for yourself). Plus, it will help when you are ready to hire employees. Write detailed job descriptions that include specific functions under that title - even if you do it all yourself right now.

Staying the Course

Don't be too hard on yourself if you don't make the progress you wanted on a certain timeline, just keep going. You should not be discouraged by little setbacks. If you get a little sidetracked or even stall out sometimes, it's perfectly natural, and bound to happen. Pick yourself up, and get back on the path. It's more than many are doing.

Have regular meetings with yourself to check in and check progress on how you are doing. Be proud of what you have accomplished and keep trying to be better each day, each week.

Always try to give yourself a little reward for getting something important accomplished, or set up the reward in the beginning as part of your motivation to follow through and finish a project. Recognize even the small successes!

Know that your vision or goals may not turn out exactly as planned on paper, either. It doesn't work that way. Your priorities will change, your necessities will change, and your circumstances will change. *But that's not a reason or excuse to not to strive and try to build a better business and life for yourself.* Some things may go better than expected, some not as well. But it's better than sitting where you're at and settling for less than you deserve.

Another thing to consider is that people - no smarter or richer or more important than yourself - have built very successful businesses. I'm not talking about overnight successes - the business "lottery winners" where everything blew up and made them instantly rich. I am talking about the many,

many quietly successful people that worked hard, learned and adapted, reset and tried again until they got it right. Be like that.

Having a business can be very rewarding; but it can also be very stressful as you well know. The point is that it's your business and you can change it, set it up, reboot and improve it *at will* to make it what you want it to be.

Try to enjoy what you do while you work on these time management and productivity challenges and stay positive while you are adapting the new habits and using the new skills you've learned.

Conclusion

Even if you pick up a couple tips from this book which leads to you to searching out other skills and information to improve yourself, I will be satisfied that I have done what was intended all along.

Keep asking yourself (and answering!) good questions and constantly improving the way you do business. I believe some of the qualities you perfect and acquire in your business will be useful in many other areas of your life, and vice versa.

I encourage you to continue striving, continue learning and continue working toward your goals of time management and productivity. If this material has helped you in some way, please let me know.

And if you'd like to learn more about my new book and workbook with daily exercises to help you take back your business and make it work for you in a few short weeks, I have provided some information below.

Also, if you'd like to talk about a custom program for your business, 1-on-1 coaching or other business services - please don't hesitate to call or email. I'd love to hear from you!

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If you would like to learn more advanced skills and techniques, plus a useful **day-by-day workbook** to help you with your time management and productivity, please consider the following:

When you get the ***30-Day Time Management System*** and complete the simple exercises in the workbook, you will discover:

- Who's in charge of your business – *and who should be.*

- Why you started your business; what it means to you.

- Your definition of what time management means to you.

- Exactly what and who is most important to you in your life.

- What your own personal goals and objectives are.

- What you'd like to get out of your business.

- Analysis of your business and personal life.

- The importance of using what you already have.

- States of mind and how to change them to be more productive.

- The importance of leveraging your time.

The whole workbook has been designed to only take **15 minutes each day** over few weeks write your own unique plan for the future. This will result in making a **huge difference** in what you get accomplished, the way you look at time, and your business as a whole. Plus, you will have a real plan, a plan written that fits *your* needs, wants and *works for your business*.

The main book of the *30-Day Time Management System* has fifteen chapters of effective time management strategies and additional information that you can use in your business *immediately,* and comes with the PDF workbook that has daily exercises, skills, actions and new habits to print and use that will truly transform your business. I offer a *45-day no-risk guarantee* that it will make a difference in your business and life or I'll give you your money back.

For more information or to order, please go to [www.bravioconsulting.com.](www.bravioconsulting.com)