

BRIAN TRACY
INTERNATIONAL

Professional Development | Corporate Training

Achieving personal and business goals faster.

Managing Your Time

The Psychology of Time Management

There is probably no skill that is as closely correlated to success in life as the ability to manage your time well. You only feel good about yourself to the degree to which you manage your time and your life efficiently.

Success in becoming excellent at time management begins with your beliefs and attitudes. If you believe that you can become an extremely efficient, highly productive human being, you can.

Strategic Goal Setting

Your job is to become an expert in time management. The starting point of becoming an expert is for you to set clear goals and objectives for every part of your life.

You can increase your productivity and performance by as much as 50% overnight by developing absolute clarity about what you want to do and how you can best do it.

Setting clear goals and objectives can have a more profound effect on your productivity than anything else you do.

How to Set Priorities

The first step in time management is for you to establish clear, written goals, organised in order of importance.

The second part of time management is for you to determine the actions that you will have to take to achieve those goals, and organise those actions in terms of priorities.

It has been said that time management is the ability to “Choose the sequence of events.” By choosing what you do first, what you do second, and what you do not at all, you take complete control of your life and your work.

Planning and Organising

Action without thinking and planning is the cause of every failure. Action preceded by thinking and planning is the reason for every success.

The starting point of personal and time management is for you to develop the “neatness habit.” Before you begin, you need to clean and organise your workplace so that you have only one prioritised task in front of you at a time.

By planning and organising your time before you begin, you can dramatically increase your productivity, performance and effectiveness.

Maximising Productivity

The only thing that really counts in your business is your ability to get results. Intense result-orientation is a characteristic of the most productive and highest paid people in every field.

The primary aim of time management is to enable you to get more and better results than other people. You will always be paid in direct proportion to the value of the results that you get for other people

Effective Project Management

Your ability to plan, organise and complete projects, “Multi-task jobs,” is the key to high levels of productivity, performance and pay.

The more effective you become in your job, the more likely it is that you will be given the responsibility for multiple tasks. Your ability to organise these tasks and get them done on time and on budget will be a key factor in your success.

According to Stanford University, your ability to work together with a team of other people to complete large jobs is the highest paid and most indispensable quality of both leadership and success in the world of work

Eliminating Time Wasters

In order to achieve maximum productivity and performance, you have to eliminate the time wasters in your life.

You are surrounded by time wasters on all sides. They tear away at your minutes and hours, holding you back from producing the critical results that are essential to success in your career.

The Law of the Excluded Alternative says, “When you choose to do one thing, you simultaneously choose not to do all other things that you could do at the same time.”

Every minute of every day, you can minimise time wasters by asking, “Is what I am doing right now the most valuable use of my time?”

Overcoming Procrastination

Procrastination is the thief of time and thief of life. It is also the thief of money, success, happiness and self-esteem.

Everyone procrastinates to one degree or another. The Law of Least Resistance causes people to do the easiest thing whenever possible, and the easiest thing is usually to work on low-value, no-value tasks.

Overcoming procrastination is an essential step for you to get more, and more important things, done in your work“.

Staying on the Fast Track

One of your main goals in life is to make a significant contribution to your company and to become extremely successful in your career.

Your success is going to be based on two principles, the Law of Accumulation and the Law of Incremental Improvement.

The Law of Accumulation says that every extraordinary achievement in human life is a result of thousands of ordinary efforts that are seldom seen or appreciated.

The Law of Incremental Improvement says that improvement is made gradually, one small step at a time.

In this lesson you will learn some of the best ways to dramatically accelerate the speed at which you move to the top of your field.

Delegating and Communicating

Your ability to communicate effectively in your work will account for as much as 85% of your success. Even in technical areas, professionals spend as much as 75% of their time communicating and interacting with others. Your ability to get your message across, and sell your ideas is essential. Simultaneously, your ability to clearly receive and understand what the other person is saying is essential as well.

The starting point of excellent communications is for you to accept 100% personal responsibility for both the message you are sending and the message you are receiving.

In this lesson you will learn the critical keys to being a better delegator and a two-way communicator

Balancing Work and Family

Successful people are clear about what is important to them. They know how to set priorities and concentrate on doing the things that give them the greatest satisfaction and happiness in life. You have two kinds of goals. Your work goals are the *what*. They are what you have to do to earn the means to achieve your ends. Depending upon what you really want, what goals can be very important.

Your family and personal goals are the *why*. They are the real reasons for the what. The most common mistake people make is to mix them up and get the *what* confused with the *why*.

Philosophy of Time Management

The one thing that makes you unique and different from every human being in the world is the way you think, especially how you think about your time and your life.

When you think more effectively and constructively about all aspects of your life, you begin to improve in every area.

In this lesson you learn the thinking qualities of superior men and women and how you can develop them and make them part of your worldview in the months and years ahead.

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