



Don's **Five** Fundamental Time Use Practices to Master

May 2016

Practice #1. In light of your 2-3 years goals & 1 year strategies, keep your 90 day written priorities fresh and refer to them often, as you plan your weeks and days.

Practice #2. Plan your week the week before and plan your day the day before.

A. For weekly: Create a regular weekly time (for example, Friday afternoon, Saturday morning, Sunday evening) where you can invest 30-60 minutes to quickly write out what you have accomplished and learned in the last 7 days and then plan the next 7 days. Typically, there are 3-8 key priorities (big rocks), that represent you accomplishing 80-90% of what's most important. These may be key relationships, transactions, focused communications, appointments, projects, etc that really move your life forward.

B. For daily planning – 10-15 minutes at the end of the day – review first thing in morning, after a good night's rest, to make sure it still make sense. Re-prioritize, in writing and throughout the day, if necessary.

Practice #3. Fully utilize your “peak energy periods”, to most effectively address your highest priorities and pressing challenges. Take big strides - make big leaps.

Most people have 3 1/2 – 6 hour time periods when they have an abundance of seemingly unstoppable energy. For most people, it's the first part of the day – I'll call this “prime time energy” Simply stated, address your most challenging, complicated, tricky/sticky, intricate and meaningful priorities then.

Upon the foundation/momentum of those achievements, you can create a “jet stream” to pull everything else forward, as you address lighter situations later in the day, other required administrivia, etc with ease.

Practice #4. Remember, all you can do is the best you can - you can do no other.

Keep yourself vigilant and diligent about focused – we can't give away what we don't have – model an exceptional personal and exemplary professional life – exercise well, sleep well, eat well, love well.

Practice #5. Find ways to celebrate appropriately with those you work for and with Enjoy the ride - relish the process of accomplishing as well as your accomplishments - **amaze yourself!!**



FREE 30 MIN. COACHING CALL Contact us [here](#) to schedule a **FREE 30-minute Coaching Consultation**.

We guarantee you'll gain at least one excellent idea to help you drive your profitability!

Please feel free to contact me at 925-609-6441 or don@donsardella.com.

Thank you.
