

## **CHAPTER III**

### **TIME MANAGEMENT**

#### **1. Develop A Schedule.**

To get the maximum benefit out of every twenty-four hours, develop a simple schedule and stick to it. "Things To Do Today" may work well for some people depending on their circumstances or activities, but it is not for everybody. You have to decide what type of activity is important to the achievement of your success, and how much time you are prepared to devote to it. The format of your schedule will depend upon the type of activity you are engaged in and will probably have to take into account time for traveling, developing new business, and keeping appointments.

Whatever type of schedule you adopt, you must make specific time for your family, for study (or other self improvement), time for proper rest and relaxation, and a specific "quiet-time" exclusively for you and you alone, which you can use for inspiration, self evaluation, or simply to keep the dream of the future alive in your mind.

Try to arrange your schedule so that there are no long gaps between the activities which you are working on to effect the changes in your circumstances. You must do a little every day and do it consistently. Use the first twenty-one days to streamline your schedule. Change it, revise it, scrap it and start over, but have something firm at the end of twenty-one days which you feel comfortable with. This will be your schedule which you will keep and modify from time to time, for as long as is necessary to effect the desired changes.

#### **2. The Value Of Time.**

We all know that time waits on no man, (or woman), and that procrastination is the thief of time. We should therefore try to make the best use of whatever time we can by doing the most productive thing that can be done at a particular time.

The purpose of developing a schedule and sticking to it, is that it reduces the chances that valuable time will be wasted. Eight hours sleep per night means that we spend a third of our lives sleeping. Adding wake-up time and preparation for bed-time, leaves less than two-thirds of our lives for productive activity. This is not a lot of time. We must realize this and use every minute to our advantage.

To understand the importance of using time productively, review some basic financial material on the time value of money using compound interest, and note the difference in the bottom line when the start up time is delayed one to three years over a forty year period. You will be surprised! Draft your schedule today!

### **3. Monitor The Results.**

The only way you will know if you are getting the maximum out of your twenty-four hours is to monitor the results on a regular (weekly) basis. Adjustments must be made to eliminate wasted time, and more time must be spent on perfecting your newly developed habits, practices and productive activities.

The importance of honestly monitoring your activity will become apparent when we get further into this course. For now you need to compare your monitoring with a flight pilot who has his eye on the gas gauge, the speed of the aircraft, the altitude and the plans for a safe landing. Everything has to be working in coordination, except for emergency short-term events, which will arise over any given period.

If you are following the steps in this course and you are not satisfied with the results, check your schedule. Find out why your efforts are not producing the desired results, and make the necessary adjustments. You may need to devote more time to getting new business, or you might very well be overworking yourself. Remember to keep your mind below stress level. Sometimes the mental input is just as or more important than the physical input. Above all be patient. Miracles do happen, but only when necessary.

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