



The One Page ‘Cheat Sheet’ on Time Management

By Robert G. Allen

Focus on the Critical Few. 80% of the things you do account for only 20% of your results. And visa versa. Therefore, only work on the critical things and you’ll get there faster and with less effort.

Learn how to procrastinate! Procrastination is absolutely essential to your success. Just make sure you procrastinate the right things. Put off the 80% and tackle the 20%. Losers do just the opposite. They tackle the 80 and put off the 20.

Throw away your “to-do” list. Create instead an 80/20 list. Write the top priority items at the top in the 20% box. Write the lower priority items at the bottom. Only work on the top of your list.

Reward yourself for doing the right things. There’s a great book by Michael LeBoeuf, PhD. called *GMP: The Greatest Management Principle in the World*. Here’s the book in a nutshell: *The Things That Get Rewarded Get Done*. If you reward yourself for your most positive actions you will get more of them....almost effortlessly.

Do your FTF: Feared Things First. Which activity on your list do you fear the most? That’s your FTF. When you start your day, ask yourself, “What’s my FTF, today?” Start your day with that activity. By training yourself to do your FTF, you unconsciously urge yourself to tackle tougher tasks. (By the way, an excellent book on time management is Brian’s book, *Eat that Frog*. He says that each of your hard “to dos” is a frog. Eat the ugliest frog first. Bon Appetit!)

Have a daily Power Hour. Take a few minutes every day for planning. Planning is like a rehearsal. Every great actor rehearses many times before stepping on the stage. Don’t step on the stage of life without rehearsing your performance?

Exercise. It helps you work harder, longer and think more clearly. It increases your health span and your life span. While I exercise, I also listen to my tapes so I can layer those 2 activities together. And therefore, I’m not only exercising my body, but my brain at the same time.

Layer your activities. Use your waiting time productively. Do two things at once. Listen to tapes while exercising and driving. Constantly ask yourself this question, “Is this the most productive use of my time?”

Write out your goals daily. I learned this from Brian Tracy who writes out his top five goals each and every day.

Delegate.

Just say no. Don’t let other people dump their “monkeys” on you. Sometimes you must have to say no.