

GET BACK AN HOUR IN EVERY DAY

The **A** to **Z** of Being More Productive

LES WATSON

GET BACK AN HOUR IN EVERY DAY

Get More Publishing
Geelong, Victoria, Australia

First published in 2018 by Get More Publishing

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A catalogue entry for this book is available from the National Library of Australia.

ISBN: 978-0-6483651-1-2 ebook

Text design by John Cirak

Cover design by John Cirak

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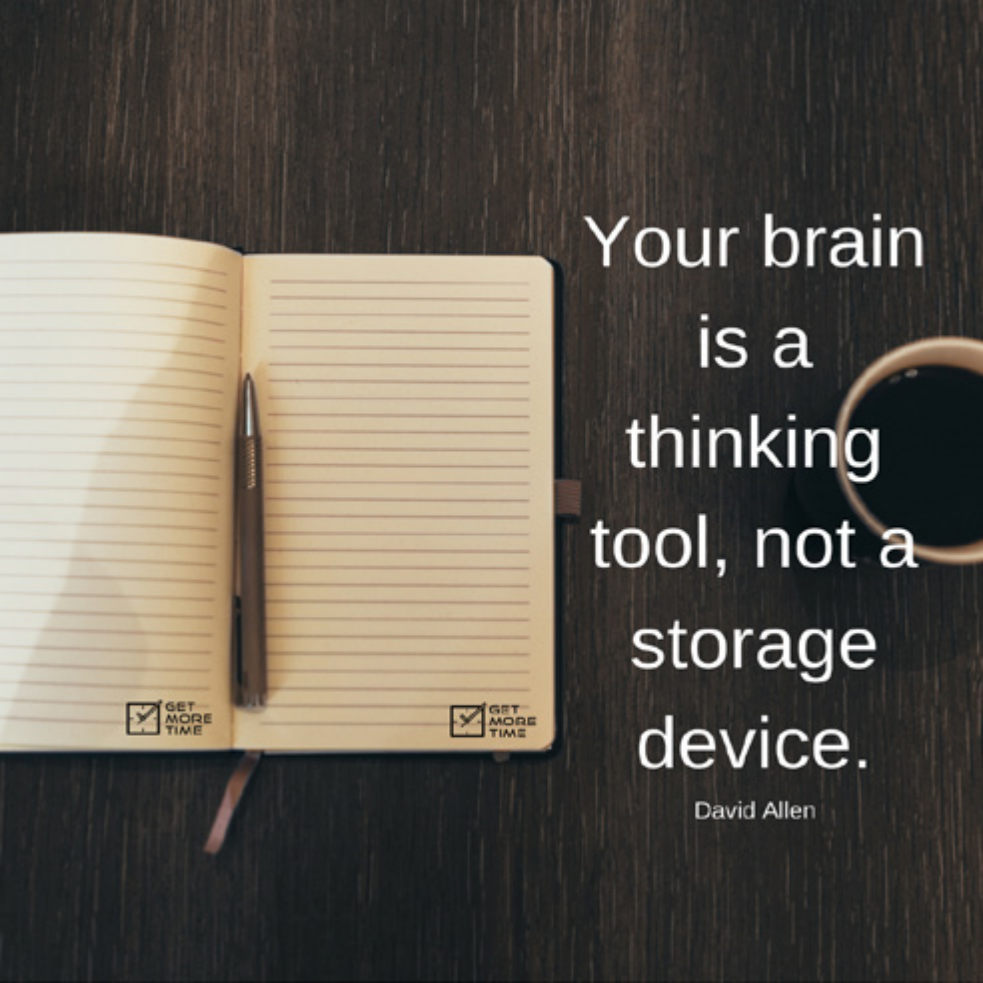
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The A to Z of Being More Productive

LES WATSON



Your brain
is a
thinking
tool, not a
storage
device.

David Allen

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To my wonderful wife, Merry.
You inspire me
to be better every day.

You
love
what
you find
time
to do.



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ACKNOWLEDGEMENTS

This bloke from Tasmania could not possibly have written a book on his own.

Thanks to Merry, Micaela and Nicholas, for believing in me.

Thanks also to the following champions for your encouragement, advice and expertise:

Liz Grant, David Allen, Daniel Sapseed, Richard Mason, Hugh Thyer, Nicole Crammond, John Cirak, Torquay Commerce & Tourism, Entrepreneurs Geelong and Technology Geelong.

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ABOUT THE AUTHOR

Les Watson's passion for and expertise in time management and productivity has earned him the nickname 'The Time Lord'.

He has worked extensively throughout Australia and South-East Asia delivering dynamic training programs to major corporations, small businesses and individuals.

Les's depth of knowledge and skill comes from over 30 years of experience as a trainer, speaker and facilitator in self-management, motivation and communication. He lives and breathes time management in his own life.



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THE STORY OF LES WATSON

I was a young bloke growing up in Tasmania. The sum total of my ambition was to be good at sport, leave school as soon as possible, get a trade, chase girls and enjoy a drink while hanging out with my mates.

I thought I was doing all right, but I had a major case of Drift-itis. I drifted from job to job. From pay cheque to pay cheque. From one good time to the next. I didn't think about it. Life just kind of carried me along.

But sometimes in life you catch a break, and mine came in the shape of a mentor. By the time I was 22, I had drifted into a job as a gym instructor (think leotard and towelling headband). The Big Boss was visiting from Sydney. After watching me jump around to music in front of a class, he grabbed me by the scruff of the neck. "Listen, young fella," he said. "With your energy and potential, you could make it on the mainland. Leave this god-forsaken island. Come and strut your stuff in Sydney-town." Or words to that effect.

So I moved to the Big Smoke, all ready to party. But my mentor

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was having none of that. "Listen, young fella," he said. "You've got to stop mucking around. I'm sending you on a course where you will learn what's what."

The course turned out to be on Goal Setting. One of the first things they got us to do was rate, from one to ten, how satisfied we were in the major areas of our life. I'd never even thought about it before. I carefully worked my way down the list: Money, Family, Love, Career, Community, Spiritual... and on it went. By the time I got to the end of the list, I had a bunch of low scores and a very red face. What a loser.

Next we had to imagine what 'fully satisfied' looked like, and then write down some specific goals in each area. It was tough at first, thinking up stuff (um...file my tax returns?), but by the end I was on a roll (get a real career, get married, have kids, run a marathon...). It was all pretty exciting.

Of course, I had no idea how to go about making it all happen. They never taught us this stuff in school. But I was unstoppable now. My eyes had been opened to the idea of getting more. I couldn't afford to waste any more time. I had to stop drifting. I

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had to take control. I had goals.

I was on a high. For about a week. Those goals were as slippery as a handful of eels. Trying to achieve them while still doing the daily tasks of living (you know – earning a crust, eating, sleeping, breathing) was like trying to cross the raging waters of the Franklin River. On a rolling log. In skates. I just couldn't juggle it all. I needed help. I needed a way to organise my eels, tame the river, turn the log into a plank, and expand 24 hours a day into 25 (at least).

I found a way. In fact I found lots of ways, and I have been using them to get more for 35 years.

I am dancing across that river. In Florsheims. With my wife, my kids, my friends, and anyone who wants to come with me.

Let's go.

Les

INTRODUCTION

If you're breathing, you need time management. Everyone needs it. Put simply, if you are not in control of your time, it will impact your enjoyment of life. Get Back An Hour In Every Day will teach you how to manage the now, so that you can get to the new. Managing time is a creative act. Mastering time allows you to master your life.

Time Management. It doesn't sound particularly exciting, does it? But the knock-on effects of not being in control of your time may surprise you: frustration, guilt, resentment, resistance, lack of motivation, lethargy, avoidance, anger, bitterness, confusion, stress, anxiety, overwhelm, and lack of innovation. Ouch.

Taking control of your time brings an obvious benefit: you simply get more done. But there are other benefits too. As you put into practice these simple tips and build them into your life as habits, you can expect the following to sneak up on you: energy, clarity, freedom, power, satisfaction, motivation, enthusiasm, peace, enjoyment and creativity.

Time is a level playing field: you have the same amount of it as the most successful person on the planet. It's what you do with it that makes the difference. The insider information you need to kick it up a gear (or twenty) lies in the pages of this resource. If you use it, you will be more productive. I have absolutely no doubt about it. It will work for you, just as it has for me and the thousands of people I have trained over the years.

This book contains the best of what I have learned about managing every precious second of my time. It is designed to give you back time, energy, and control over your productivity so that you can achieve the goals that are most important to you.

Action is the foundational key to all success.

Pablo Picasso



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HOW TO USE THIS BOOK

The A to Z format means that you can use Get Back An Hour In Every Day as a quick resource when you are faced with a specific time-related problem. For example, if you are constantly being swamped with emails, go to “Emails”. The tip you will find is practical and immediately actionable.

Scattered throughout the A to Z are personal anecdotes that show how I have used the tips in my own life.

Another important way to use the book is to read it through from beginning to end. This will give you important ideas and information that may be entirely new to you. I have given it to you short, sharp and to the point. After all, the goal is to save you time, not chew up more of it.

An hour every day might not sound like much, but if you add it up, that’s seven hours a week. That’s an extra 365 hours up your sleeve every year. Imagine what you could do with that!

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BONUS MATERIAL

Every second page has an inspiring and thought-provoking quotation to keep you focused, motivated and committed to your personal time management mastery.

L.B.W.

The Time Lord's Wisdom

Hitching your have-to's to your values will stop you getting resentful and frustrated. For example, when my wife the author is in creative mode, she can get grumpy about having to do mundane household tasks. Then she remembers that great family relationships are high on her list of values - and she delegates the chores to me.

Les Watson

Action is the
foundational
key to all
success.

Pablo Picasso





Incomplete
tasks in your
head consume
the energy of
your attention
as they gnaw
at your
conscience.

Brahma Kumaris

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THE A TO Z OF BEING MORE PRODUCTIVE

ACTION

Are you feeling stuck? Are your plans or goals or dreams stalled? There is always something you can do to move them forward. Ask yourself what is the single next action you can take to make progress. Then act on it. Do something. Go. Start. Planning is all very well, but it is only action that will get you the desired result.

The journey of a thousand miles begins with a single step - Lao Tzu


Action is the foundational key to all success

Pablo Picasso

ACCOUNTABILITY

Make yourself accountable to someone.

If you are a single operator, don't rely on *you* to keep yourself on course. Find an accountability 'buddy'. Get support from someone you trust – someone who will give you honest feedback.



Lack of
direction, not
lack of time, is
the problem.
We all have
twenty-four
hour days.

Zig Ziglar

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ALTITUDE

It's so easy to get bogged down in details when under pressure to produce. It is easy to drift off course, get distracted or become resentful. Make a habit of regularly getting 'above' the day to day by reminding yourself of the big picture and why you are doing this in the first place.

ATTITUDE

Set your attitude at the beginning of the day – it will guide you like a compass until you hit the pillow at night. Say something like "I've got this" as soon as you open your eyes in the morning.

AVOIDANCE

What are you avoiding (for example, conflict or pain)? Why are you avoiding (for example, fear)? Avoidance uses a lot of energy. It's better to 'face the fear and do it anyway'. Run towards that thing you are avoiding. Sometimes the very task or issue you are avoiding, if confronted, will return the greatest reward. Identify what you are avoiding and press into it with courage. There is joy and freedom on the other side, and the increase to your confidence will cause you to get so much more done.

Begin with the end in mind.

Stephen Covey



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AWARENESS

The RAS (Reticular Activating System) is the way the brain filters incoming information, in accordance with its importance to you. For example, if you start thinking about buying a yellow VW Beetle, you will start seeing them everywhere. Start looking for ways to be more productive – you will start seeing them everywhere.

The Time Lord's Wisdom

Sometimes, during our weekly review, my wife flicks through her diary only to be faced with lots of blank spaces. By not recording what she did with her time, she robs herself of the satisfaction of acknowledging her productivity. But she also misses out on being able to spot where her life might be out of balance. We're working on it.

Les Watson

Nothing keeps.
There is one law
in the universe:
NOW.

ALFRED SUTRO,
The Open Door



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THE **A** TO **Z** OF BEING MORE PRODUCTIVE

BEGIN

Planning is important, but sooner or later you have to begin. Finishing is impossible without it. If you must, break the task down to the smallest single next step you can think to take and do that. Then repeat.

BALANCE

Is your life out of balance? Too much work and not enough play make Jack and Jill dull and exhausted boys and girls.

BELIEVE

Henry Ford said, "Whether you think you can or whether you think you can't, you're right." For example, notice what you are saying to yourself about your ability to manage time. Are these beliefs helping or hindering you?



One always
has time
enough, if one
will apply it
well.

Johann Wolfgang Von Goethe

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BELONG

Don't just casually show up. Find and get involved in a community – it could be a Chamber of Commerce, a local traders' group, a sporting club or some other volunteer-based organisation. Tap into the enthusiasm and resources of group members. Join the committee. Support others. The energy you gain will fuel your own productivity.

BRAINSTORMING

Generate ideas and solutions by writing down whatever pops into your head. Get together with others and thrash things out. Use a whiteboard or a flip chart. Make it fun. Put it all down. No ideas are silly. Even the 'crazy' ideas can lead to inventive solutions and get you unstuck.

BREAKS

Make sure you plan and take regular breaks throughout the day. Force yourself to step away from your work. This will restore your energy, which will increase the quality and quantity of your workday's output.

Create a definite plan for
carrying out your desire and
begin at once,
whether you
are ready or not,
to put this
plan into
action.

Napoleon Hill



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BUDDY

Do you have a personal support structure in your life? Don't think you have to achieve everything on your own. Get a buddy – someone to talk to, to be accountable to, to walk with you along your journey. A load shared is a load halved.

BUSY

It's no use just being busy. As someone once said, "Even a see-saw is busy, but it doesn't go anywhere". Don't merely be busy, be productive. (see Leverage)

The Time Lord's Wisdom

I am a creature of habit, and that works for me most of the time. But sometimes I can get stuck in a rut. Last year my wife and I decided to press 'pause' on our evening ritual of watching television – for a whole month. It was uncomfortable at first. It felt like something was wrong. But after a few days we noticed that we each became more creative and productive. It was during that extra hour (or two) that this book was birthed.

Les Watson



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CHECKLISTS

For regular, ongoing tasks and projects, create a checklist so that you don't have to rely on your memory. Just check the list and do what comes next. Operating theatres and car servicers are experts and they use checklists because they cannot afford to miss anything. Follow their example.

CHOICE

Every day, every hour, every minute we have to exercise our 'choice' muscle. *Not* choosing turns out to be a choice too. Practising pro-active choice gets easier and easier, and we get more and more done.

I am definitely going
to take a course on
time management...
just as soon as I can
work it into my
schedule.

Louis E. Boone



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CLARITY

Clarity is power. The clearer you are about your desired outcome, the greater the possibility of achieving it. Be specific. You don't want a vague almost-there result. You want to nail it.

Clear your mind. (see Data Dump)

CLOCK

Have a clock visible so you can keep track of the time. Use it to help you be on time.

CLOUD-BASED

Use a 'cloud-based' system to store your data (for example, One Note, Evernote, iCloud, Google). This way, if something nasty happens to your personal system (paper-based or computer-based) you can retrieve it using any computer, or even access it via your phone.

Remember to back up regularly to the 'cloud'. Take photographs of important paper-based data and, again, save them to the cloud.

One cannot manage too many affairs: like pumpkins in the water, one pops up while you try to hold down the other.

Chinese Proverb



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COACH

Get a coach. Your productivity will soar when you allow an expert to come alongside to motivate, encourage, share their knowledge with and stretch you.

COFFEE NAP

A coffee nap is a simple secret to a more productive day. Drink a cup of coffee, wait ten minutes, then have a 20-minute sleep – no more and no less. Set an alarm – the exact amount of time is important for your ‘sleep cycle’, otherwise you will wake up groggy. Your brain and physiology will be refreshed and re-set, enabling you to go again.

(see Next Steps at the back of the book for Building Your Time Management Muscles - the 30 Day Challenge with Les Watson)

COMFORT ZONES

Comfort zones are made to be stretched. To become more productive, go beyond what is safe and comfortable. Try something new to create a better result, a great experience, and an exhilarating life. Dare to risk. Don't overdo it, however. Stretch

Don't get
sidetracked
by people
who are
not on
track.



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a little, but not too much – you don't want to fly past the healthy stretch zone into the paralysing 'panic' zone.

COMMUNICATE


Productivity and running to time go hand in hand, but sometimes the schedule blows out. When this affects other people, keep them in the loop. This simple courtesy gives them the chance to adjust their own schedule. More importantly, it keeps the relationship intact.

CONCENTRATE

Set up your environment to help you concentrate. Turn off notification 'pings' on Facebook, Instagram, Snapchat and email (computer and phone). Recent studies have shown that a single-task focus is more productive than multi-tasking, so pick one task, screen off everything else, set a time limit for completion, and go for it.

CONTEXT

Divide your tasks according to their context. Assign them to your customised categories. That way, when it's time to 'make



Efficiency is
doing things
right;
effectiveness
is doing the
right things.

Peter Drucker

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phone calls', or 'go to the supermarket', or 'talk to the boss', you have a list of tasks in that context ready to execute.

CONTROL


We all need a sense of control. If you are feeling helpless, re-think the situation. Don't assume there's nothing you can do. (see Support)

(see Next Steps at the back of the book for One-to-One Mentoring and Coaching with Les Watson)

The Time Lord's Wisdom

My hardest task has always been doing my tax return every year. And every year I would do everything to put it off until the last minute. Avoid, procrastinate, bury my head in all manner of distractions – I did it all. When I finally applied my own 'do the hardest task first' principle to doing my tax return, even I couldn't believe how much energy it gave me. Plus, I was so relieved to get it done that I virtually sang and danced my way through all the (much easier) tasks.

Les Watson



One reason so few of us
achieve what we truly want is
that we never direct our focus ...

Tony Robbins

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DAILY

What daily habits can you change in order to increase your productivity? What can you do more of or less of (for example, fewer cigarette breaks, fewer trips to the cookie jar, drink more water)?

DAILY ROUTINE

The key to consistent productivity is establishing a daily routine. A routine uses less energy because it becomes automatic (like your morning bathroom ritual).

Establish a routine for daily tasks wherever possible.

DATA DUMP

Dump all your 'incompletions' out of your head and onto paper. Incompletions include: things you've thought of doing but never started, that you've started but not continued, that you've continued but not finished, and that you've finished but





A man
must be
master of
his hours
and days,
not their
servant.

William Frederick Book

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not celebrated. You will be amazed at how much fresh energy undertaking a data dump produces.

Use a 'trigger list' to help you (see Trigger List). Then categorise the items on your list as follows: 1. Delete (because realistically you are never going to do it).

2. Tasks which can be done in less than two minutes.

3. Single action tasks that take longer than two minutes.

4. Projects.

5. It is a wish, not a have-to (*put it in a 'Some Day, Maybe' file*).

(Courtesy David Allen – Getting Things Done)

DEALING WITH EMAIL AND PAPERWORK

The four D's that take you out of overwhelm are:

DO IT: If you can take action on it right away, do so. If not, decide when to do it and diarise it.

DUMP IT: If it's spam or junk or a distraction, just delete it. Transfer non-essential 'indulgences' to a reference folder.

DELEGATE IT: If it needs delegating, forward it and file it into a folder called 'follow up'.

DIARISE IT: For an action that will take longer than two minutes, put it in your diary to be done later. (Courtesy Priority Management)

One
worthwhile
task carried
to a
successful
conclusion is
worth half-a-
hundred
half-finished
tasks.

Malcolm S. Forbes



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DEADLINES

Setting deadlines creates urgency and stimulates action. Stick to them. Follow through. Not only will you achieve, you will love the rush of energy and confidence that comes with a well-met deadline.

DECISIONS

Any decision is better than none. When faced with difficult decisions and you just can't choose the better option, get wise input from others. Do it before the deadline. (see Support)

DELEGATE

Delegation produces leverage – you can double or triple your productivity. Successful delegating requires selecting the right task for the right person, being clear in your instructions, and following up for quality control and completion. Use the time and energy freed up by delegating to do the tasks you do best and the things that only you can do.



People
who cannot find
time for recreation
are obliged sooner
or later to find time
for illness.

John Wanamaker

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DESIRE


What is your heart's desire? What do you really want in your life? Keep that front and centre so that you stay on track, motivated to do what it takes.

DIARIES

Use a diary. It can be as simple or as complex as you like, paper-based or app-based, as long as it works for you. There are so many to choose from. Do your research. Experiment with different types. You can run your whole life, with all its different domains and areas of responsibility, out of a diary system. Even a spiral-bound notebook works. Or a loose-leaf binder. Or download a template and design your own.

DIFFERENT

Different doesn't equal wrong. To break out of a rut (and become more productive), sometimes you have to try something different. At first this can feel 'wrong' because it is so unfamiliar. It's "not the way I have always done it." Persevere for 30 days, and what was different can become the new normal (and better).

A close-up photograph of a desk. In the foreground, a fountain pen with a black barrel and gold accents lies diagonally. The pen's cap is red and features a white square logo with a checkmark and the text 'GET MORE TIME'. Next to the pen is a white feather. In the background, a pink rose sits on a small white card, and a dark bottle of ink is visible. The desk surface is a light-colored wood.

Efficiency is
doing things
right;
effectiveness
is doing the
right things.

Peter Drucker

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DISCIPLINE

Practise discipline. Remind yourself that you are already disciplined in many areas. Set up the support structure that will help you. For example, to help you to be disciplined about exercise, put your clothes out ahead of time and have your gym bag ready. Ask others to help you. Don't bite off more than you can chew – start small and build. Create a new daily ritual for 30 days and check it every ten days to see if you are on track.

DISTRACTIONS

Distractions are the enemy of productivity. So know your enemy: what distractions are you vulnerable to? Checking emails or social media or the news too often? Listening to gossip? Other people's 'urgent'? Reduce or eliminate those activities that do not move you closer to your goal. You can't do big things if you are distracted by small things. Starve your distractions, feed your focus.

Passion is energy. Feel
the power that comes
from focusing on what
excites you.

Oprah Winfrey



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EARLY-BIRD

E So much can be achieved early in the morning before you get into your day. Set yourself up for success by preparing the night before: lay out your exercise gear or writing tools or study material. Set an alarm. If you are not a 'morning person', you can train yourself to become one. The resulting sense of achievement will spur you to do more for the rest of the day.

EMAIL

Unless your job requires an immediate response to emails, check it only two, three or four times a day (not every two minutes). Set an alarm if that helps. Emails can be a major distraction and an unnecessary habit, so limit the time you spend checking the contents of your inbox. Run your email – don't let it run you. Turn your notifications to 'off' on your computer and phone (visual, audio, and vibration). You can add a by-line to your



Focus on being productive
instead of busy.

Les Watson - the Time Lord

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email signature: something like, "I only check my emails twice a day. If it is urgent, call me or walk over and tell me in person." (see Dealing with Email and Paperwork and Inbox Zero)

ENERGY

Work out what depletes you and do less of it. Work out what gives you energy and do more of that. Generating energy is the secret component to being more productive.

ENJOYMENT

Enjoyment is a major key to being productive. If you love what you do, you will do more of it. If you don't love what you do, take steps towards changing that.

ENTHUSIASM

Get fired up about your life, about what you love. Let it out. It is fuel for productivity.

"If you aren't fired with enthusiasm, you will be fired ... with enthusiasm!" Vince Lombardi



Anxiety is
caused by a
lack of control,
organisation,
preparation,
and action.

David Kekich

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EVERNOTE

An excellent note-taking storage app in the 'cloud', Evernote stores reference material and documents in a secure and convenient way. It enables you to access important paperwork when you are away from your desk (for example: education certificates, birth records, legal documents).

Paper documents can be stored in the cloud by taking a photograph or scanning and uploading. Check it out.

EXCUSE

You either get results or reasons. Be aware of the excuses you use for not producing results in your life. Being honest with yourself is the first step to turning your reasons into results.

EXERCISE

Exercise regularly. If you look after your body it will look after you. To perform at your best, you need it healthy. Exercise also stimulates optimism, creativity and energy for action.



If you have time to
whine and complain
about something then
you have the time to
do something about
it.

Anthony J. D'Angelo

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EXTRA MILE

Going the 'extra mile' can make the difference between sticking to your perceived limit and producing more of what you want. Do that little bit extra – you'll never know how far you can go until you push yourself.

The Time Lord's Wisdom

*My wife reckons I was born enthusiastic. Maybe.
But I have learned that this is one area where you can 'fake it until you make it'. My woohoo! is legendary.
Years ago, at one place I worked, I instituted Marvellous Monday, Terrific Tuesday, Watson Wednesday...well, you get the picture. Old colleagues will still greet me on Facebook with "It's Watson Wednesday". Woohoo!*

Les Watson



There are only two
rules for achieving
anything.

Rule one: get started.
Rule two: keep going.

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FACTS

Ask yourself: what are the facts? Don't let your emotions, powerful as they are, de-rail your plans. Watch out for 'always' and 'never' thinking – that is a sure sign that you need to focus on what is actually true.

FAILURE

Failure is success in disguise. Some of the greatest achievers in the world also failed many times. When you are taking risks, failure is normal. Don't let it intimidate you. Just keep going, and success will come.

FAST

Top speed is not always the most productive approach. Before you start, consider the best pace for the task at hand. You don't want to burn out and not be able to go the distance, or negatively impact the quality of your output.



The art of
leadership
is saying
no, not
yes.
It is very
easy to
say yes.

Tony Blair

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FEAR

Fear can be a response to a real threat or an imaginary threat (Fantasy Expectations Appearing Real). Either way, fear holds us back. So, Face Everything And Rise.

FENCES

It's okay to say 'no'. Sometimes we become 'yes' people when it's neither necessary nor beneficial. Your productivity and your needs are just as important as the needs of others. Guidelines for setting healthy boundaries: erect them, communicate them, enforce them, maintain them.

FINISH

It is one thing to make a beginning, but it doesn't mean much if you never finish. If you find it difficult to finish tasks or projects, get support.

FIRST

Successful productivity is about deciding what to do first. Prioritising is an art, but it can be as simple as labelling items on your 'to-do' list with A's and B's. Do the A's first.

Getting paperwork under control makes me feel more in control of my life generally.

Gretchen Rubin



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FLEXIBILITY


Don't be too rigid in your planning. Allow for the unexpected. That way you will be able to bend with the circumstances.

FOCUS

What you focus on expands. Make sure you take time to focus on what you want rather than always fixating on the problems and obstacles.

FUN

Factor fun into every day. Moments of play and 'silliness' act as a refresher – when you get back to work, you will get more done and enjoy it more.



He who every
morning plans the
transaction of the day
and follows out the plan,
carries a thread that will
guide him through the
labyrinth of the most
busy life.

Victor Hugo



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THE A TO Z OF BEING MORE PRODUCTIVE

GOALS

G

SMART goals are Specific, Measurable, Attainable, Relevant and Time-framed. Set short, medium and long-term goals. Create 'to-do lists'. Get started. Once you 'program' your inner computer, it will help you achieve them.

As Stephen Covey says, "Begin with the end in mind". Knowing your ultimate goal will fuel your productivity. Picture your goal in your mind's eye. Bring it to life using your imagination: see it, hear it, smell it, taste the success of achieving it. (see Purpose)

GO

Get ready, get set... and remember to go. Some people aim, aim, aim but never fire. What delivers your result is taking action.



"I didn't
have time"
is the
grown up
version of
"My dog
ate my
homework".

GET BACK AN HOUR IN EVERY DAY

GRATITUDE

Make a habit of finding things to be grateful for. It produces so many benefits. You become more attractive to others, which can create more opportunities. You will feel more positive, optimistic and energised, which will make you more productive.

The Time Lord's Wisdom

Remembering someone's birthday has always been high on my list of priorities. I know how it feels when people remember mine. It means a lot. These days, Facebook makes it easy to flick a birthday wish someone's way, but only if you log on daily. To foolproof your birthday reminders, lift them from Facebook during your week's planning session and schedule them into your trusted system. Bonus: you can send a personalised text, which is much more special.

Les Watson



Plan, because things that are planned are
more apt to happen than things that are
not planned.

Peter Turla

GET BACK AN HOUR IN EVERY DAY

THE **A** TO **Z** OF BEING MORE PRODUCTIVE

HABITS

Habits are simply acquired behaviour patterns that have become almost involuntary. Some support our productivity, others not so much. It is said that it takes 30 days to create a new habit or break an old one. Take an inventory of your habits. Decide to discard unhelpful habits. Decide to adopt new ones.

HANDLE

Handle each piece of paper only once. With each piece of paper, decide to do it immediately, dump it, delegate it, or diarise it for later (yes, that would mean handling it twice but you get the point). (see Dealing with Email and Paperwork)

The way to get
started is to quit
talking and
begin doing.

Walt Disney



GET BACK AN HOUR IN EVERY DAY

HARDEST

Do the hardest task first. As you get it out of the way, you free up energy that would have been otherwise used to worry and procrastinate, and it will fuel you with enthusiasm to keep going.

HELP

We all need help sometimes. Ask yourself what you need. Be big enough, brave enough and humble enough to ask for it. And when help is offered (if it's truly useful) take it.

HOURS

As you become more productive, you will have spare hours. Make a list of things you can do with a spare hour: 2 x 30 minute tasks; 4 x 15 minute tasks; 6 x 10 minute tasks. Chip away at those in your 'bonus' hour.

Living life without a plan is like
watching television with
someone else holding the
remote control.

Peter Turla



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

INBOX ZERO

Your email inbox is a great receptacle to receive communication and to work from, but it makes a poor storage device. Unless you can action an email immediately, shunt it off to a folder labelled, for example, 'For Future Action'. All that's left in your inbox should be today's emails for action. Your inbox will feel more manageable. If you need to action an email in the 'For Future Action' folder, you can drag it back to the inbox and tackle it from there.

INCOMPLETIONS

Unfinished tasks create an 'open loop' which takes up space in your mind and permits your energy to escape. Close that loop – finish the task and declare it done. You can then use that space and energy to produce something new. (see Data Dump)



Incomplete
tasks in your
head consume
the energy of
your attention
as they gnaw
at your
conscience.

Brahma Kumaris

GET BACK AN HOUR IN EVERY DAY

INTERNAL FOCUS

Keep your focus positive and accurate. Henry Ford once said, “Whether you think you can, or you think you can’t – you’re right”. Your thoughts have great influence over your actions. Harness the power of the dominant thought in your mind. Think “I can”.


INTERRUPTIONS

Become aware of what interrupts your flow or breaks your concentration. Make a conscious choice about which interruptions to allow and which to refuse.

The Time Lord’s Wisdom

Vision Boards were all the rage in the eighties (when I created my first one). Looking back at that collage of pics cut from magazines, it is clear: what started out as fantasies eventually became achievements. Or to quote Harvey Specter (from Suits): “I don’t have dreams, I have goals.”

Les Watson



In truth,
people can
generally
make time for
what they
choose to do;
it is not really
the time but
the will that is
lacking.

Sir John Lubbock

GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

JOURNALING


The act of writing frees your mind to throw up those things that might be important but have been forgotten. Capture those and put them on your 'to-do' list.

JOY

What tasks bring you joy? Do more of those. Productivity isn't always about the hard slog. If you are feeling stuck, doing your 'joy' tasks can get you moving again.

JUST DO IT

If you have a thought about an action, do it within five seconds (For example, "I should: get out of bed or have a drink of water or put the bins out or send an email or put milk on the shopping list"). If it's not practical to do it straight away, use the five seconds to write it on your 'to-do' list. Don't procrastinate – just do it.



Lack of
direction, not
lack of time, is
the problem.
We all have
twenty-four
hour days.

Zig Ziglar

GET BACK AN HOUR IN EVERY DAY

JUST-IN-TIME SYNDROME

Some people habitually live on the edge, delivering the result at the latest possible moment. That pressure can be costly in terms of enjoyment, quality of the result, and stress levels. Break the habit through planning, scheduling and sticking to the plan.

The Time Lord's Wisdom

Okay, I admit it. This is one part of the cycle of productivity I still struggle with: rewarding myself for a job well done. I complete so many projects that I run out of ideas. What has helped is making a list in advance of ways I can reward myself, big and small. Plus, I can always ask my wife – she always has plenty of suggestions.

Les Watson



People
who cannot
find time
for
recreation
are obliged
sooner or
later to find
time for
illness.

John Wanamaker

GET BACK AN HOUR IN EVERY DAY

THE **A** TO **Z** OF BEING MORE PRODUCTIVE

KNOW YOURSELF

Productivity is personal. For example, understand what motivates you, your most productive times of the day, what works for you and what doesn't. Some helpful tools for getting to know yourself include the Myers-Briggs Type Indicator, DiSC, ID Instinctive Drives, Wealth Dynamics.

KPI'S

Go beyond work-imposed Key Performance Indicators and create some personal KPI's: drink enough water, exercise three times a week, go to the dentist every six months, eat fresh fruit every day. You get the picture.



The way to
get things
done is not
to mind
who gets
the credit
for doing
them.

Benjamin Jowett

GET BACK AN HOUR IN EVERY DAY

THE **A** TO **Z** OF BEING MORE PRODUCTIVE

L LABEL MAKER

Labeling items brings clarity. If you have a messy desk, take each piece of paper (or stapled bunch) and place it in a manila folder. Give the folder a title, make a label and place that label on the folder. In the end, rather than 150 pieces of paper, you have 30 folders. Everything is tidier and easier to find, which minimizes distractions. Bonus: Making labels is so much fun!

L LATENESS

Habitual lateness can be caused by trying to fit too much into your schedule. When you keep people waiting by being late, you send a message of disrespect. On the other hand, being on time builds trust. Then there is being early, which makes room for possibilities and opportunities that a tight schedule might not otherwise allow.



Peter Turla

GET BACK AN HOUR IN EVERY DAY

LEARN

The key to becoming more and more productive is to keep learning. Are you open to new things? Ask yourself: "What do I need to know?" Even better, ask someone else what you need to know.

LEVERAGE

Be aware of the Pareto Principle (commonly known as the 80/20 rule). According to this principle, 20 percent of your tasks will produce 80 percent of your results. Ask yourself: "What are the tasks that are going to give me the most leverage?"

LISTS

Make lists. When it comes to productivity, lists are powerful. They drive action.

LONGER

Expect tasks and projects to take longer than first thought or planned. Factor it in.



In truth, people can generally make time for what they choose to do; it is not really the time but the will that is lacking.

Sir John Lubbock

GET BACK AN HOUR IN EVERY DAY

LOVE

Prioritise what you love. Ask yourself: “What do I love? Am I making time for that?”

The quality of your life is just as important as quantity of output.

The Time Lord's Wisdom

Being on time is so important to me. I always allow extra time for traffic jams. The other day I was stuck in traffic. It looked like I might be five minutes late for an appointment. It was only an informal coffee catch-up, but I phoned to give him the heads-up. It's a small gesture to convey a big sentiment: “I respect you; your time is important”.

Les Watson

The key to
success is to
start before
you're ready

Marie Forleo



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

MAKE TIME

Can you manufacture more time? No. What you can do is change your schedule and priorities to make room for the tasks you want to undertake and the results you want to create.

MAKE YOUR BED

This one simple task, completed, can snowball into an energised and productive day. Plus it's nicer to get into a well-made bed at the end of a productive day.



To think
too long
about
doing a
thing often
becomes
its
undoing.



Eva Young

GET BACK AN HOUR IN EVERY DAY

MANAGE YOURSELF

It's very easy to blame someone or something for your lack of time. You need to take personal responsibility for your life and outcomes. How do you manage yourself? Have systems, routines and discipline. Keep your agreements, including with yourself.

MANAGE YOUR WORKSPACE

Keep your workspace orderly. Have the essentials within reach. Keep a clean and clear space to do the work. Pack away anything that does not absolutely have to be on your desk/in the car/on the shelf. Be ruthless. A clear and orderly space supports a clear and orderly mind.

MEDITATION/PRAYER/SOLITUDE

We all need time to 'unplug'. Take time to retreat and contemplate. Let your mind wander. If, in the process, something important drifts up, write it down. Let your mind wander again. Repeat.



There is
nothing so
useless as
doing
efficiently
that which
should not
be done at
all.

Peter F. Drucker

GET BACK AN HOUR IN EVERY DAY

MEETINGS

Start on time. Finish on time. Stick to the agreed agenda. Enough said. (Hint: If your meetings tend to drag on, have them in a room where there are no chairs - that will shorten them! Stand-up meetings rock!).

MENTORING

If you need help, ask. Find a mentor for guidance and encouragement. Choose someone who has been where you are, has put in the work and who demonstrates the kind of success you want for yourself.

MINUTES

There are 60 seconds in every minute. Make them count. There are 60 minutes in every hour. Make them count. Time doesn't stop. What can you do in one minute? List those things that can be accomplished in blocks of two, five, ten, 20, 30 minutes. When you have a gap between activities, check your list, pick an action and do it. You will be surprised and pleased at how you can chip away at that list.

Nothing keeps.
There is one law
in the universe:
NOW.

ALFRED SUTRO,
The Open Door



GET BACK AN HOUR IN EVERY DAY

MISTAKES

Don't let the fear of making mistakes stop you from taking action. Life is full of mistakes (it's how we all learned to walk, after all). Learn from your mistake and try again. Label it 'learning' rather than 'failure'.

MORNING

A lot can be achieved first thing in the morning before the day fully begins. This is where that extra time can most easily be

The Time Lord's Wisdom

Getting up early (5am) and sitting quietly (no devices within reach), armed only with a pen and some paper, eventually led to me writing this book. Without that extra hour it would not exist. What could you do with an hour of quiet time?

Les Watson



One always
has time
enough, if one
will apply it
well.

Johann Wolfgang Von Goethe

GET BACK AN HOUR IN EVERY DAY

found. Get up earlier than normal and get into the day. Morning achievements turn into momentum for the afternoon and evening.

MOTIVATION

Motivation provides the compelling reason to take action. Know your motivation. It will transform your 'just thinking about it' to 'I will get this done'.

MULTI-TASKING

Once touted as efficient, research now shows that multi-tasking creates distractions, slip-ups and diluted focus. Try mono-tasking: set up a block of time to allow yourself time to concentrate on one task, and see it through to the end (20 minutes, 30 minutes, an hour). Don't deviate until it's done. Eliminate as many distractions as possible and go for it. The result will be achieved more efficiently, the quality of the result will be superior and you will most likely enjoy the process more.



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

NEW

You can't get to the new if you're not handling the now. When you have your current workload under control, you will be ready and eager to dream or risk or pioneer the exciting stuff. (see Incompletions)

NO

Saying "no" will establish clear boundaries. Someone else's 'urgent' doesn't have to become your 'important'. Saying "no" with diplomacy and tact takes practice, but it's all about how you communicate. When it comes to distractions and unhelpful habits, respect your own boundaries – say "no" to yourself.

People
always
make time
to do the
things they
really want
to do

Les Watson - the Time Lord



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

ONE PERCENT



To make desirable change, you don't have to take a huge step. Small steps done consistently will achieve reliable, sustainable progress. Ask yourself what one-percenters you can put into your life today that, over a year, will add up to significant results. For example, when embarking on a goal to get fit on an exercise bike: On the first day, cycle for one minute only. Add a minute a day. By the end of the month you will be cycling for 30 minutes and you will have created a new habit – painlessly. If you had started on Day One with 30 minutes, you may have given up in the first week.

OPPORTUNITY

Be opportunity-aware. Opportunities are everywhere, all the time. Expect them, watch for them, and take them when they come.
(see Awareness)



We realise our dilemma goes deeper than shortage of time; it is basically a problem of priorities.

Charles E. Hummel

GET BACK AN HOUR IN EVERY DAY

OUTCOME

Be outcomes-focused. Know your desired outcome. Clarity brings power. The clearer you are about what you want, the greater the chance of being able to achieve it. What does 'done' look like?

OUTSOURCE

A clever productivity strategy is to outsource. What daily task can you pay someone else to do (or delegate to) that will free you up to do the meaningful, strategic actions that will leverage forward movement? Overturn the assumptions you have made. Do you really need to do the cleaning? Cooking? Administration? Accounting? Social media? You could be surprised at what you can outsource, even on a tight budget. Check out Fiverr (a virtual assistant) for small tasks (for example, handling emails).

OVERLOAD

Research has shown that the brain can only focus on seven plus or minus two projects at any one time (for some people it's nine, for others it's five). Don't overload yourself with too many projects at the one time.



The
ancestor
of
every
action
is a
thought

Ralph Waldo
Emerson

GET BACK AN HOUR IN EVERY DAY

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Be opportunity-aware. Opportunities are everywhere, all the time. Expect them, watch for them, and take them when they come. (see Awareness)



The art of
leadership
is saying
no, not
yes.
It is very
easy to
say yes.

Tony Blair

GET BACK AN HOUR IN EVERY DAY

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Remember
that time
is
money.

Benjamin Franklin

GET BACK AN HOUR IN EVERY DAY

THE **A** TO **Z** OF BEING MORE PRODUCTIVE

PAPERLESS OFFICE

Once upon a time, everything needed to be printed on paper. All that has changed. Nowadays, so much can be done on the computer, from email communication to signing documents. This saves trees and time, and means you never have to ask, “Where did I put that piece of paper/letter/document?” If you are not already paperless, take the time to learn how to be. For example, invest in a scanner.

PASSION

What you are passionate about, you will do more of. Discover and clarify your passions. Make room for them in your week.

P



GET BACK AN HOUR IN EVERY DAY

PATIENCE

Getting frustrated when things go wrong or don't happen in your preferred time frame will not get them done any quicker. In fact, frustration and impatience can slow you down. Keep your eyes on the prize, but slow down and enjoy the journey.

PERFECTIONISM

Perfectionism will paralyse you. Go for excellence instead. Believe in trial and error. Understand that you can 'fail forward' (Courtesy John Maxwell).

PLAN, PLAN, PLAN

You may want to skip planning your day and 'just get on with it'. However this is false economy. The best time to plan is the night before - it primes your unconscious for alerting you to things you may have missed or a problem that needs solving. By sleeping on it, you will most likely wake up with a solution. This is the effortless way to fuel massive action.

For things
to
change,
first
I must
change.



GET BACK AN HOUR IN EVERY DAY

PLANNING

Plan the day, the day before. Map out the tasks for tomorrow. If you give yourself 15 minutes to do this at the end of your workday, before you leave the office, you can catch any problems/clashes/needs in advance.

POMODORO TECHNIQUE

Developed by Francesco Cirillo, the Pomodoro technique uses a timer to break work down into 25-minute intervals and then a five-minute break. Check it out.

POSITIVE

Do you focus on the positives, or do the negatives rule your life? It takes ten positives to counteract the effects of one negative. Negatives can give you useful feedback. Then focus on the positive to propel yourself to action. (see Up)

PRACTICE

The old adage that practice makes perfect is not quite accurate. Perfect practice makes perfect. Get feedback, make corrections and do it again. Repeat your way to excellence.



You can do
anything
but not
everything.

David Allen



GET BACK AN HOUR IN EVERY DAY

PRIORITIES

Get your priorities straight, then label items on your 'to-do' list with A or B. A's must get done today. B's get done if time allows. Some B's that miss out today will become A's tomorrow.

PROCRASTINATION

Procrastination is the result of over-thinking and under-doing. Joseph Heller said, "Procrastination is the thief of time." Take action. If you are stuck, try any action. Choose and act. There are many causes of procrastination, but only one solution: taking action - now!

PRODUCTIVITY

Tackle the most demanding tasks in the most productive time of your day. If your energy is high first thing in the morning, schedule the tough tasks in the morning. Or if you take time to 'warm up' to your day, schedule the challenging jobs for the afternoon.



A good plan violently executed
right now is far better than a
perfect plan executed next week.

General George Patton



GET BACK AN HOUR IN EVERY DAY

PROGRESS

There is a difference between being busy and making progress. Are your days busy but not moving you towards your goals? How are you measuring your progress? Revving the engine might feel good and sound good, but when the car is in neutral it ain't going anywhere.

PURPOSE

Defining your purpose makes productivity relevant and easy. Define your daily purpose (what gets you out of bed each day?) and your long-term purpose (what is the big picture that you are working towards?). Break your purpose down into concrete goals. Break the goals down into specific action steps. Then act. If you do it this way, your everyday actions become filled with meaning, energy and direction.

Write in your heart that
every day is the best day of
the year.

Ralph Waldo Emerson



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

QUALITY

If it's worth doing, it's worth doing well. Don't just bash it out – produce quality. There's no point in being productive if the output is shoddy. Take the time to produce excellent work.

QUALITY/QUANTITY

Sometimes you need to do less of something because the quality of output is important. Sometimes what is needed is simply quantity - taking 'massive action'. It's a balancing act.

QUESTION YOUR ASSUMPTIONS

There are always better ways to do things. Find an expert and ask lots of questions. Always look to improve. Complacency breeds mediocrity.



If you have time to
whine and complain
about something then
you have the time to
do something about
it.

Anthony J. D'Angelo

GET BACK AN HOUR IN EVERY DAY

QUICKLY

Despatch mundane tasks quickly. This frees up energy and time to spend on more important tasks and those that require more care.

QUIET TIME

Take quiet time, often. You are a human being, not a human doing. Rest. Refresh. Re-energise. Mistakes are made when you are frazzled, and the quality of your work suffers. 'Plugging on' is often false economy.

The Time Lord's Wisdom

When I first crossed over from being an employee to owning my own business, life balance went out the window. I was constantly preoccupied with where the next dollar was coming from. I was all work, work, work. When I finally took my own advice and scheduled time for fun and play and relaxation, I found that I ended up being more productive. Miraculous! I call it the Refresh Factor.

Les Watson



The key
is in not
spending
time,
but in
investing it.

Stephen R. Covey

GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

REFLECTION

Take a moment to stop and get an 'aerial view' of your day, week, month, year, life. Take time to notice all the areas of your life. Is there a healthy balance? When we are too busy, we can lose perspective. When we lose perspective, we are in danger of losing our way. Do a regular 'reflection check-up'. (see Altitude)

REMINDERS ('Tickler File')

Set up a physical filing system for your paper reminders. Create a file for each day of the current month and a file for each month of the year. Stow each reminder (for example, bills, birthdays, event tickets) in the appropriate file. As the day or month arrives, your reminder will be right there as you 'tickle' through the file. (Courtesy Merlin Man's 43 Folders)



There is huge stress
associated with
disorganisation.

GET BACK AN HOUR IN EVERY DAY

RENEGOTIATION

Renegotiation is sometimes necessary. Emergencies happen, traffic jams happen, life happens. Instead of letting people down through lateness or an unmet deadline, renegotiate. Do it well before the meeting is due to start or the deadline has arrived. It sends a message of respect and consideration. Broken agreements damage trust. Renegotiate before that happens.

RESENTMENT

see Altitude

RESISTANCE

see Avoidance

RESOURCE

What resources do you need to be productive? Have them at hand, within reach, easily accessible. This will save precious time and prevent frustration when you are under time pressure.



The secret
of your
future is
hidden in
your daily
routine.

Mike Murdock

GET BACK AN HOUR IN EVERY DAY

RESULTS/REASONS

Are you getting the results you want? Do you continually make excuses for the lack of results? Results or reasons – you can't have both. You get to choose. Take responsibility.

REWARDS

How do you reward yourself for achieving your goals? Or do you skip this step and move on to the next job on the list? It's important to stop the treadmill and acknowledge your successes - even the small ones, even in small ways.

It takes no time at all to pat yourself on the back or ring a bell or give yourself a gold star. Make the size of the reward appropriate to the size of the achievement. Rewards fuel energy, optimism and creativity for the next goal.

RISK

Where in life do you need to risk more in order to be more productive or create a different result?



I have a
strategic
plan.
It's
called
doing
things.

Herb Kelleher

GET BACK AN HOUR IN EVERY DAY

ROUTINES

see Habits

RUN THE DAY

Are you running the day or is the day running you? Map out the day, the day before. Stick to your schedule. Have strong boundaries. Allow for the unexpected.

The Time Lord's Wisdom

My trusted system is a Filofax. It has become my base camp. It gives me boundaries and structure, order and control. It doesn't matter how busy I get, I can keep it all under control in my Filofax. (Plus, I get a warm fuzzy feeling every time I use it because my daughter gave it to me, and it reminds me of that Christmas).

Les Watson

Unless commitment is made,
there are only promises and
hopes; but no plans.

Peter F. Drucker



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

SCHEDULE

A schedule is a list of tasks within a time frame. It outlines what you need to do and when. For maximum productivity, create a schedule daily and, to the best of your ability, stick to it.

SECONDS

Time goes by and the seconds add up. Look after the seconds, and the minutes and hours will look after themselves.

SLEEP

see ZZZ's

SOCIAL MEDIA

Social media can be a useful tool or a big time waster. Allow time for it in your day, but in limited amounts. Don't give yourself unlimited access (unless it's part of your job description). Set a timer for, say, ten minutes twice a day to view social media and then stick to it.

The time for action is now.
It's never too late to do
something.

Carl Sandburg



GET BACK AN HOUR IN EVERY DAY

START

Start with what you have. Don't wait for the perfect time or conditions or resources. Make a start, even if it's a small step. You cannot steer a stationary boat. You must leave your 'shore'.

STOP

We all have 'to-do' lists. Another important list is the 'to NOT do' list. What behaviours and habits do you want to stop? Make a decision. Ask for support. Start stopping!

SUPPORT

Ask for support when you need it, and accept it when it is offered. Nobody is productive or successful on their own. Let go of your pride and include others. (see Next Steps at the back of the book for a 15 minute free telephone consultation with Les Watson)

Tomorrow is often the busiest day of the week.

Spanish Proverb



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

THINKING

Sometimes we need to think things through before we take action. Taking the time to ruminate can save time in the long run, especially if your project has many moving parts.

TIME FRAMES

The saying goes, “Don’t give me time; give me a deadline.” Time-framed goals create urgency. Your unconscious responds by picking up the pace of creativity, inventiveness and energy. Try it.

TIME LOG

If you have ever said, “Where did the day go?” or “I never have enough time to do what I want to do”, create a time log. Record the tasks you did for each 15 minute segment of the day from the time you get out of bed to the time you close your eyes for the night. Do this for seven days. At the end of the week you will have a list of tasks. Group these tasks together and add up the

Watch the small things; a small leak will sink a great ship.

Geoffrey Chaucer



GET BACK AN HOUR IN EVERY DAY

time dedicated or spent in those categories. Tedious? Yes. Worth it? You bet! You will discover where your time is being spent.

TIMING

Sometimes, despite your best efforts, what you are trying to create is just not coming together. Maybe the time is not right. Maybe you need to wait. Not sure? Get some wise advice. (see Support)

TOMORROW

Benjamin Franklin famously said, “Never leave until tomorrow that which you can do today.” There are all the obvious reasons for following this advice, but did you know that doing the task today creates energy, while putting it off until tomorrow depletes it?

TRAINING

(see Next Steps at the back of the book for Time Management Training for Business)

TRIGGER LIST



In truth, people can generally make time for what they choose to do; it is not really the time but the will that is lacking.

Sir John Lubbock

GET BACK AN HOUR IN EVERY DAY

A trigger list is a list of words that will trigger what is incomplete in your mind and life and world. (Courtesy David Allen – Getting Things Done)

TRUSTED SYSTEM

When it comes to productivity, a trusted system (also known as a diary system) is a time-management and productivity essential. If you love paper, it can be anything from a simple spiral-bound notebook or loose-leaf ring binder to a multi-sectioned system (for example, Filofax, Collins Debden, Time Design). If you love apps, there is OneNote, Evernote, Trello or Google Keep. Whatever it is, use it consistently so you can trust it. Carry it with you at all times.



Work
expands
so as
to fill
the time
available
for it's
completion.

Cyril
Northcote
Parkinson



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

UNEXPECTED

U Allow time for the unexpected, because life happens. Most of us have had days when nothing goes to plan and other days where everything flows smoothly. For those times in-between, when occasional interruptions occur, factor in time to deal with them. Don't pack your schedule so tight that there is no wriggle room.

UP

Where is your focus? Are you always looking down, towards the problem? Or are you looking upwards, to a solution? Look out for the possibilities, not the obstacles (the obstacles will be obvious). Look to the future, not to the past. How is your energy – is it up or down? How is your speech – is it positive or negative? Go for what lifts you up.



Time is the
scarcest
resource of
the manager;
If it is not
managed,
nothing else
can be
managed.

Peter F. Drucker



GET BACK AN HOUR IN EVERY DAY

URGENT VERSUS IMPORTANT

There is a crucial distinction when it comes to productivity: the difference between urgent and important. Some items are genuinely urgent and must be attended to immediately. Important things are those that contribute to your goals, both short-term and long-term. Most of your time and energy should be spent on them. Some things seem urgent but in truth do not need to be attended to right away. Then there are those things that are neither urgent nor important. These you can simply delete.

The Time Lord's Wisdom

Character will eventually catch up with you. Being highly intelligent, talented, educated and skilled goes a long way to being successful in life. But it's the small things that can let us down: carelessness, forgetfulness, lack of discipline, broken promises. To be a great leader, you must lead yourself.

Les Watson

Well arranged time is the
surest mark of a well
arranged mind.

Pitman



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

VALUES

What are you passionate about? Identify what drives you, because you will be inclined to do – effortlessly – more of what you are passionate about. Check out John Demartini's *The Values Factor*.

VISION

Have one clear vision. This is the secret to preventing your daily work from becoming your daily grind. Where do you see yourself in six months, a year, five years and ten years from now? Take time to dream and cast a vision. It is quite possibly the best investment you can make.

VISUALISE

Use your creative imagination to 'see' a positive outcome for projects at work and in every area of your life. Visualisation has the power to pull you in the direction of what you 'see'.



We realise our dilemma goes deeper than shortage of time; it is basically a problem of priorities.

Charles E. Hummel

GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

WAITING

While waiting (in a queue or for an appointment or for a bus or train), ask yourself: “What can I do to be productive while I wait?” Plan ahead and take tools with you to support your productive waiting time (for example, writing, reading, listening to a podcast or planning).

WEEKLY REVIEW

Schedule a review for a Friday afternoon or Saturday morning. Look over your past week. Notice what worked and what didn't. Celebrate your wins. Catch anything that didn't get done, and needed follow-up actions or communications. Diarise them. Now preview the week to come, and do the same. You will stay on track, nothing will fall through the cracks, and you will be primed for productivity until your next weekly review.



GET BACK AN HOUR IN EVERY DAY

WORK

There is a time to work and a time to play. At work, give it all you've got. As you finish work, leave it at the office. Have some downtime. Focus on your friends, family and yourself.

WRITE THINGS DOWN

Don't rely on your memory. If you have an idea, write it down. Use your brain for having ideas, not trying to carry them around. Write it down so that you will not be preoccupied with trying to remember it. The shortest pencil beats the longest memory.

If you want to go quickly, go alone.
If you want to go far, go together.

African proverb



In all
planning
you make
a list and
you set
priorities.

Alan Lakein

GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

XEROX

Make copies of important documents and store them in one place. These days you can 'virtual-Xerox' (otherwise known as scanning). Go one step further and store them in the 'cloud'. It takes time, but may save you in an emergency.

X ZONE

Identify your personal no-go zone. We all have deadly temptations that, once we give in to them, lead to the unravelling of our best intentions, energy, time and productivity. Do an inventory. Ask yourself: "What is my X, my no-go zone?" Know what triggers you to go there and take steps to protect yourself.

What you
focus on
expands.

Les Watson - the Time Lord



GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

YES

Wisdom knows when to say “yes” and when to say “no”. Don’t give an automatic response. Be open to new possibilities. Pause. Consider your options. Get the information you need to make the right choice.

YESTERDAY

Let it go. Holding onto the past invites guilt and can drain the energy you need for today. Constantly pitching into the future can turn planning into daydreaming at the expense of action. Review the past and dream for the

future, but come back to now. Engage with today.

Embrace the gift of the present.

Yesterday is history, tomorrow is a mystery, today is a gift of God...that's why they call it the present Bill Keane



You can't get to the new
unless you handle the now.

Les Watson - the Time Lord

GET BACK AN HOUR IN EVERY DAY

THE A TO Z OF BEING MORE PRODUCTIVE

ZZZZZ...

Get enough sleep. It will improve your productivity. You will get more done with less effort, more enjoyment and to a higher standard. The body and the brain love regularity and will do their best work when you go to sleep and rise at roughly the same time each day. Have a relaxing, pre-sleep ritual.

On the other side of self-doubt comes a confidence from faith in the process. Even though our destination may be a long way off, each day we rise with a subtle smile as if we have already achieved it, because, when we are truly committed to a task, we already have.

Chris Matakas



GET BACK AN HOUR IN EVERY DAY

WHAT PEOPLE HAVE SAID

“ ”

Viv Howell

“About to take on my biggest challenge, I evaluated my skills shortages and decided I needed to develop a healthier relationship with time. Les helped me appreciate the value of time and the need to utilise this limited resource for maximum impact. Whilst attending his workshop I became aware that making the most of my time did not have to be an onerous task. Les provided simple-to-implement solutions to everyday time-wasters. I continue to use the tools and the skills I learned to improve my productivity whilst working towards my big goal.”

Fiona Sutherland

“They call Les the Time Lord. He is definitely not your average ‘time management’ person as they are boring people with pens in their pockets who tell you that toilet breaks aren’t allowed. His techniques actually work. So if you are out of control, become one of Les Watson’s disciples.”

Plan your work and work your plan.

Norman Vincent Peale



GET BACK AN HOUR IN EVERY DAY

Mick Cosgriff

“Les’s systems make sense! They’re easy to understand, and easy to put into action. They’ve definitely saved me a heap of time each day.”

Sally Higoe

“My list of ‘messes’ to tidy up - the small tasks around the house and the tedious tasks on my computer- was once almost overwhelming. And then I attended a workshop with Les where I learnt an effective method on how to tackle my list with focus and certainty.”

Kirsten

“Our team thoroughly enjoyed taking time out to consider our efficiencies, our workload management and overall organisation skills. Everyone walked away with new tips to help them get organised in their work and home lives. The team commented on how engaging Les was and that his energy was infectious. Thank you for helping our team look inward and find ways to improve.”



To think too long
about doing a thing
often becomes its
undoing.

Eva Young



GET BACK AN HOUR IN EVERY DAY

Tania Goss

“Working from home meant I had a ‘blend’ of unorganized clutter in my office, home and mind.

After learning from Les, I tamed the chaos and separated business and private matters.

I began to focus on set tasks, which gave me clearer objectives for both work and home. And peace.”



Monday.

If it's not the best day of the week, it's
one of the top 7.

Les Watson - the Time Lord

GET BACK AN HOUR IN EVERY DAY

READER BONUS

Would you like some help implementing the ideas in this book?
Do you have a question about your specific time management
challenge?

For a FREE 15-minute telephone consultation with Les Watson,
book at

www.getmoretime.com.au/reader



Les Watson

Get More Time

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Even the
best ideas
need
action for
them to
become a
reality.

Les Watson - the Time Lord



GET BACK AN HOUR IN EVERY DAY

LES WATSON PRESENTS

Building Your Time Management Muscles 30-Day Challenge

This 30 day program provides motivation and simple activities to increase your awareness and boost your productivity to the next level.

In a new video each day, Les challenges you to put into practice a specific time management skill.

What past participants have said

“Les, this is working already. I’ve just blocked out chunks of time in my diary for my three top objectives every week between now and March. Easy to do, but why haven’t I done that before? I am now in a mindset of ‘I’ve got this’ and my actions are flowing!”
Lee

The way to get
started is to quit
talking and
begin doing.

Walt Disney



GET BACK AN HOUR IN EVERY DAY

"I am really enjoying these 'challenges' or tips... all things I know I should be doing but great to have a reminder and encouragement. I think I need these videos in my life every day!!"

Bianca

"Lists are a great idea, indeed essential for me, giving a sense of achievement as 'jobs' are crossed off at day's end. Thanks Les, for reminding me! I am making one right now."

Delia

"I'm annoyingly always on time, which can be frustrating (for my kids, for example, as we're 'never late', ha-ha). BUT I absolutely love your comment of how this builds trust, as I have never thought of it that way.... I love this!!! Thanks Les Watson."

Zoe

Go to www.getmoretime.com.au/challenge



To conquer frustration, one must remain intensely focused on the outcome, not the obstacles.

T.F. Hodge

GET BACK AN HOUR IN EVERY DAY

TIME MANAGEMENT TRAINING FOR BUSINESS

In business, time management affects the bottom line. Poor time management can cause missed deadlines, broken promises, and a breakdown in trust with your customers and clients.

Our in-house time management training supports CEOs, all levels of management, all departments, all teams and every staff member to:

Increase their energy

Become more efficient and productive

Balance work and home life

Improve their attitude and mood

Call Les 0414 489 689 or email

les@getmoretime.com.au

Get More Time

www.getmoretime.com.au

Don't wait.
The time
will never
be just
right.

Napoleon Hill



GET BACK AN HOUR IN EVERY DAY

WHAT CLIENTS HAVE SAID

“Les Watson delivered a dynamic program for our team over four weekly sessions. The interaction with the team and the energy Les generated was pivotal to the enthusiasm and willingness to learn that the guys brought to the training. Les was able to adapt his approach and customise the sessions to match the needs of the group at any given time – his experience both in the world and in the delivery of practical, reality-based training shone through. Les’s training program has been the catalyst for both a cultural and performance shift that is bearing positive results.” **Quiksilver**

“Les made learning fun - more please! The first course that I have ever been on that was 100% relevant... Les is a very interactive trainer, he shows an abundance of enthusiasm... Some facilitators are ‘naturals’ - Les is one... Beneficial to the nth degree - taught me a lot...” **Vodafone**

“Do not change! ... One of the best courses I have been on...”
CommBank

I am definitely going
to take a course on
time management...
just as soon as I can
work it into my
schedule.

Louis E. Boone



GET BACK AN HOUR IN EVERY DAY

“Les Watson is a rare kind of leader, very impressive, thoroughly enjoyable... Amazing energy, down to earth, took the group exactly where we needed to go... The impact it will have is undeniable... Well worth the two days - I didn't once feel bored, which is rare for me in a course... the whole company, maybe the whole world, should do this course...” **NRMA**

“We can highly recommend Les Watson. The delivery and content were excellent and of a nature that all our staff could relate to, learn from and more importantly carry with them onto the worksite. Great job!”

Luke Trezise, Director, Turfcare and Hire Pty Ltd

“This was the most engaged I have seen our students in a workshop for a while! Les's workshop was not only interesting, but very valuable as well.”

Maha Siddiqui, National Careers Manager, Kaplan Business School

It's not about
"having"
time,
it's about
making time.



GET BACK AN HOUR IN EVERY DAY

"We wanted to say another big THANK YOU for delivering such a fantastic workshop. Les was wonderfully engaging, bringing lots of energy and fun to the session! We loved all the activities."

Angelique Christodoulides, *Careers Officer, Kaplan Business School*

"Les is not your ordinary facilitator! His energy and knowledge had everyone engaged from start to finish! I would highly recommend Les and this course!"

Lauren Bagg, *Davidsons*

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LES WATSON

Get More Time

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