



**E-Book**

# 5 HABITS TO HELP BUSINESS OWNERS SAVE TIME

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Habits, which are regularly repeated behaviors that happen subconsciously, serve as the foundation for a prosperous life, as emphasized in James Clear's *Atomic Habits* and Stephen Covey's *7 Habits of Highly Effective People*. These renowned works underscore the significance of cultivating positive habits to attain long-term objectives and triumph. By adopting the habits outlined in these resources, you can enhance your efficiency, reduce unnecessary effort, and allocate more time to other crucial aspects of your life.

## Prioritize Tasks & Focus on Results: A Habit for Saving Time

As a business owner, you are constantly facing new challenges and dealing with numerous tasks every day. The pressure to balance work and personal life can be overwhelming, but it is possible to find a solution to these challenges by developing a habit of prioritizing tasks and focusing on results.



Start by setting clear goals for your business. Identify what you want to achieve and what your priorities are. This will give you a roadmap to follow and help you stay focused on what's most important. Having a clear understanding of your goals allows you to focus your efforts on what's truly important, ensuring that you make the most of your time and resources.

Make a list of all the tasks you need to complete, then prioritize them based on their level of importance.

Focus on the most important tasks first and work your way down the list. Stephen Covey's *7 Habits of Highly Effective People* recommends that you start your day by focusing on the most important tasks, as this will help you get the most important things done early in the day when you are fresh and have the most energy.

Distractions are the enemy of productivity. Remove all the distractions from your workspace and avoid multitasking as much as possible. Focus on one task at a time and give it your full attention. James Clear's *Atomic Habits* emphasizes the importance of developing an environment that supports your habits and minimizes distractions. This means creating an environment that supports your goals and helps you focus on what's most important.

Delegating is a critical habit for business owners. Offloading low-priority tasks to others and focusing your energy on what's most important. This will help you save time and increase your overall productivity. By delegating effectively, you can free up time for more important tasks, allowing you to work more efficiently and achieve your goals faster.

Finally, stay focused on results. Don't get bogged down by the process, but instead focus on the outcome. This will help you stay motivated and on track towards your goals. By focusing on the results you want to achieve, you can keep yourself motivated and stay focused on what's most important, avoiding the temptation to get sidetracked by unimportant tasks.

Incorporating these habits into your daily routine can be a challenge, but with time and practice, they can become a natural part of your routine. To get started, start small and focus on developing one habit at a time. This will make the process more manageable and help you avoid feeling overwhelmed.

## Creating Routines & Systems: A Habit for Saving Time

Creating routines and systems as a habit to save time is essential for business owners who want to optimize their time and improve their productivity.

Habits, as outlined in James Clear's *Atomic Habits*, routines and systems are the foundation of strong habits. Stephen Covey's *7 Habits of Highly Effective People* also highlights the importance of creating systems and routines in order to achieve long-term goals and success.



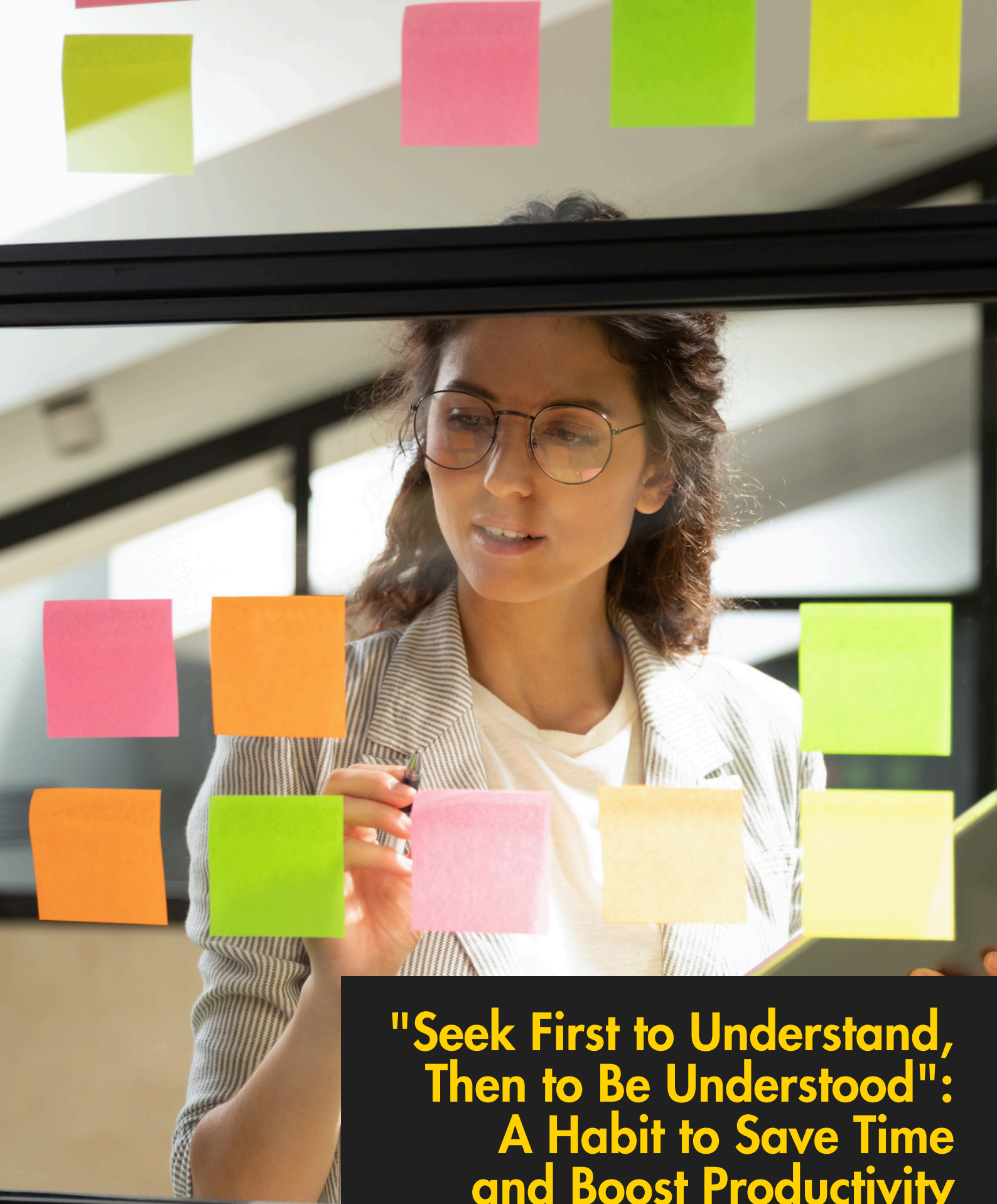
One of the keys to creating routines and systems is to establish a clear and consistent schedule. This allows you to allocate time for specific tasks and ensures that you are using your time effectively. It's also important to prioritize your schedule, making sure that the most important tasks are completed first. This can help you avoid the trap of constantly reacting to the demands of your business, and instead focus on the tasks that will have the greatest impact. Stephen Covey's 7 Habits of Highly Effective People highlights the importance of prioritizing tasks, and suggests that you focus on what is important, not just what is urgent.

Another important aspect of creating routines and systems is to keep things simple and organized. This means avoiding multitasking and focusing on one task at a time. It also means keeping your workspace clutter-free, so that you can quickly find what you need when you need it. By doing this, you can save time and reduce stress, as you will always know where things are and what you need to do next. In Atomic Habits, James Clear suggests that you simplify your life by creating routines and systems that are easy to follow. This means breaking down complex tasks into smaller, more manageable steps, and using tools and technology to automate repetitive tasks.

In Atomic Habits, James Clear suggests that you be patient and persistent when creating habits, and not expect immediate results.

One of the most effective ways to create routines and systems is to use technology. You can use a project management tool to keep track of tasks and deadlines, and a calendar to schedule appointments and events. You can also use a task list to keep track of what needs to be done each day, and set reminders to help you stay on track. By using technology, you can automate many of the tasks that take up your time and free up more time for the things that matter most. However, it's important to use technology wisely, and avoid becoming dependent on it. Stephen Covey's 7 Habits of Highly Effective People highlights the importance of balance, and suggests that you use technology to enhance your life, not control it. By using technology in a responsible and balanced way, you can create routines and systems that are effective and sustainable.

It's also important to be flexible with your routines and systems. As your business evolves and changes, so too should your routines and systems. You need to be willing to make changes and adjust your habits as needed, in order to keep up with the demands of your business. This means being open to feedback and making changes, when necessary, in order to keep your routines and systems working effectively. In Atomic Habits, James Clear suggests that you be patient and persistent when creating habits, and not expect immediate results. He also suggests that you be flexible, and adjust your habits as needed, in order to achieve your goals.



**"Seek First to Understand,  
Then to Be Understood":  
A Habit to Save Time  
and Boost Productivity**

As a business owner, you are constantly bombarded with new information, ideas, and tasks. It can be overwhelming to keep up with everything, and it's easy to get bogged down in the day-to-day grind. However, there is a way to streamline your workload, save time, and improve your effectiveness: by embracing the habit of "Seek First to Understand, Then to Be Understood" from Stephen Covey's "7 Habits of Highly Effective People."

In today's fast-paced world, it's tempting to jump into action, to solve problems and make decisions quickly. But this approach often leads to misunderstandings, miscommunication, and mistakes. When you take the time to listen, to understand the perspective of others, and to empathize with their needs and concerns, you can avoid these problems and build stronger, more productive relationships. To understand someone else, you must listen to them with an open mind and without distraction. This means putting away your phone, avoiding interruptions, and focusing on the person speaking. Repeat back what you have heard to show that you have truly understood their message.

Don't make assumptions. Ask open-ended questions to gain a deeper understanding of the other person's perspective. This will not only help you understand their needs, but also show them that you value their opinion and care about their concerns.

Put yourself in the other person's shoes. Try to see things from their perspective, and imagine how you would feel in their situation. This will help you understand their motivations, values, and goals, and will also build rapport and trust.

Rushing to a solution or making decisions quickly may lead to mistakes and misunderstandings. Take the time to truly understand the other person and their perspective. This will ultimately lead to better, more informed decisions.

Approach each interaction with an open mind, willing to consider new ideas and perspectives. This will lead to new insights and opportunities, and will also demonstrate to others that you are a trustworthy and collaborative partner.

Incorporating the habit of "Seek First to Understand, Then to Be Understood" into your daily routine as a business owner can greatly improve your effectiveness, increase productivity, and ultimately save you time. It takes a concerted effort to create a new habit, but with practice and patience, you can make it a permanent part of your business practice and reap the benefits for years to come.



# Keeping Things in Perspective: A Habit to Save Time

Running a business can be a demanding and time-consuming task, but it is important to keep things in perspective and avoid getting bogged down by the daily stresses and challenges.

Starting each day with gratitude is a powerful habit that can help you keep things in perspective and maintain a positive outlook. According to James Clear, gratitude is a powerful motivator because it connects us to what is important in life. When we focus on what we have, instead of what we lack, we cultivate a sense of happiness and contentment that can help us stay focused and motivated throughout the day.

Taking regular breaks is an important habit that can help you keep things in perspective and avoid burnout. According to Stephen Covey, taking time to recharge and refresh is essential for maintaining a clear mind and staying focused on what is important. This could mean taking a short walk, meditating, or simply taking a few deep breaths. Whatever helps you relax and recharge, make it a regular part of your day.

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Practicing mindfulness is a powerful habit that can help you stay focused and keep things in perspective. According to James Clear, mindfulness is the practice of paying attention to the present moment and observing your thoughts, emotions, and experiences without judgment. When we are mindful, we can recognize when our thoughts are spiraling out of control and take steps to bring them back into focus. This helps us avoid getting bogged down by negative thoughts and emotions, and keeps us focused on what is important.

Seeking out new perspectives is a habit that can help you keep things in perspective and avoid getting stuck in old patterns of thought. According to Stephen Covey, this means looking beyond your own experience and seeking out the opinions and perspectives of others. This could mean talking to colleagues, reading books or articles, or seeking out new experiences.

When we expose ourselves to new perspectives, we broaden our understanding of the world and cultivate a more open-minded outlook.

Embracing a growth mindset is a habit that can help you keep things in perspective and maintain a positive outlook. According to James Clear, a growth mindset is the belief that our abilities and qualities can be developed through dedication and hard work. When we have a growth mindset, we approach challenges and setbacks as opportunities for growth, rather than obstacles. This helps us stay motivated and focused on what is important, and enables us to make progress and achieve our goals.

Keeping things in perspective is an important habit for business owners to cultivate. By incorporating these habits into your daily routine, you can save time and avoid burnout, while maintaining a positive outlook and staying focused on what is important.



## Continuously Evaluate & Optimize Processes: A Habit to Save Time

As a business owner, it's essential to continuously strive for efficiency and effectiveness in order to save time and achieve success. One of the key habits outlined in Stephen Covey's "7 Habits of Highly Effective People" is the habit of "Sharpening the Saw" or continuously improving and evaluating processes. By implementing this habit into your routine, you can save time and improve your overall results.

The first step in optimizing your processes is to understand how you are currently spending your time. By keeping track of how you spend your time each day, you can identify areas where you might be wasting time or areas where you can optimize your processes. Consider using a time tracking tool to accurately monitor your time and identify areas for improvement.

Many tasks that business owners perform on a daily basis can be streamlined to save time. For example, automating repetitive tasks such as data entry or sending emails can save a significant amount of time each day. Consider investing in tools and systems that can automate these tasks for you.

It's important to prioritize your tasks in order to focus on the most important tasks first. By delegating tasks that can be done by someone else, you can free up time to focus on higher-value tasks. Stephen Covey's habit of "Begin with the End in Mind" encourages us to think ahead and prioritize our tasks based on their importance and urgency.

Technology can be a powerful tool for optimizing processes and saving time. Consider using project management tools, scheduling tools, and collaboration tools to streamline your processes and improve efficiency. The habit of "Putting First Things First" encourages us to use technology to prioritize and manage our tasks effectively.

Finally, it's essential to continuously evaluate and optimize your processes to ensure that they are efficient and effective. This may involve making changes to your workflow, technology, or personnel. The habit of "Sharpening the Saw" encourages us to continuously evaluate and improve our processes to save time and achieve success. In conclusion, by implementing these 5 ways to continuously evaluate and optimize processes as a habit, business owners can save time and improve their results. By following the habits outlined in Stephen Covey's "7 Habits of Highly Effective People", you can create a system for success and optimize your processes for maximum efficiency and effectiveness.

# A Bit About Us

## Our History

Founded by Brad Sugars in 1993, ActionCOACH has served thousands of businesses and their owners worldwide and in every category imaginable. By showing owners how to get more time, better company teams, and more money on their bottom line.

## Vision and Purpose

We want you to succeed. At ActionCOACH, every individual within our team commits to our vision of "World Abundance through Business Re-education, purpose "A Coach in Every Business," so together we can make a difference.



## Making Business Ownership Easy

It is time to make a change... With 98% of clients saying they would recommend ActionCOACH, this will be a change we are certain you will be proud of when looking back at your business growth.

## A Commitment to C.A.R.E

ActionCOACH clients, whether they be small, medium, or large, will have a desire to have us help them achieve their goals and be able to take on our commitment to them by returning their commitment to ActionCOACH. They will be forward-thinking, willing to learn and grow, and willing to work as a team player in the development of an organization of "people."

Our clients will be selected more on attitude than size and they will want to deal with us because we understand people are important, systems should run a company, we offer the most practical, most applicable, and fastest strategies on growth, and most importantly, because we mean what we say. We will give people back their spirit and freedom through business development.

## Finding a Coach

If you would like to act now and start your business coaching journey with our committed team, simply reach out to us at [actioncoach.com](http://actioncoach.com).