




The Creative Side of Time Management



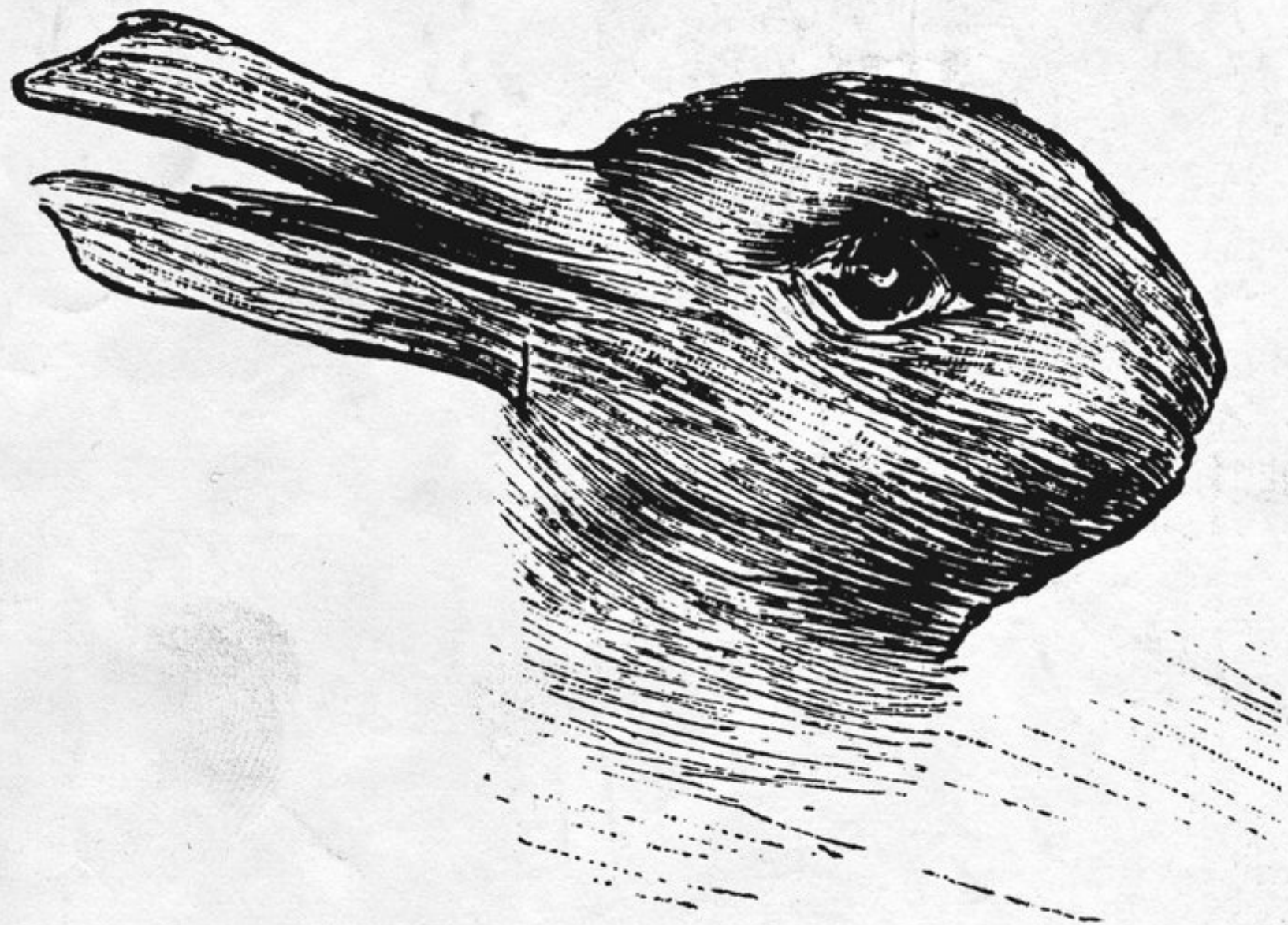
“ Creativity involves
breaking out of established
patterns in order to look at
things in a different way. ”

EDWARD DE BONO

- *PHYSICIAN, PSYCHOLOGIST, PHILOSOPHER, AUTHOR & INVENTOR* -

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Start Here...How Is Your Heart?

The best tool you have for time management is your Heart. We usually come at time management with our head...all the things we should do, are expected to do, and that fill our day with tasks.

Look at your schedule NOW. Look a week out and a month out. Do you have things on your schedule that make your heart sing, that make your life luminous and meaningful? Or does your schedule feel constraining, dull, and boring?

What are Some Things you Want to Spend Time On?

Check in with your goals. How do you FEEL when you spend time doing these things? Such as ...talking to prospects...spending time outdoors...trying something you have never done before...family...doing something special for someone...

Manage Your Energy, Not Just Your Time

- Time is what it is you can't change time. Instead of focusing entirely on time management, pair it with energy management.
- As Matt Mayberry from [Entrepreneur.com](https://www.entrepreneur.com) explains:
- "...You could be the world's greatest planner and be very careful about where you spend your time, but if you mismanage your energy it does you absolutely no good."
- The major problem I continually see is people directing an enormous amount of energy towards low-value tasks, which then depletes energy levels when it comes time to work on the high-value tasks."



A Fresh Look at the 80/20 Rule

Spend 20 percent of your energy on your work and 80 percent of your energy on recovery and self-improvement. When you're getting high-quality recovery, you're growing. When you're continually honing your mental model, the quality and the impact of your work continually increase. This is what psychologists call "deliberate practice." It's not about doing more, but about *better* training. It's about being strategic and results-focused, not busyness-focused.



Time Your Meetings Creatively

DanPink says the biggest mistake business professionals make when scheduling meetings is “lack of intentionality.” In other words, we set meetings when it’s convenient or haphazardly without considering whether the time of day unleashes our best ideas.”

When we schedule listing appointments, we should schedule them when we have our highest energy and we should always set an intention around what we will cover. Pink’s research found that “Afternoon calls were more negative, irritable, and combative than morning calls,”

Track Your Time

If you are feeling that you have no time, instead of complaining, one exercise is to write down everything you are doing in 15 min increments for one morning.

THE LOOK, SEE, TELL THE TRUTH
PROCESS (which will lead to an authentic
action)



Plork-Play+Work



Google employees are paid to play beach volleyball, go bowling or scale a wall at the search engine's main campus.



The 3rd rule of Zappo's Family Core is "Create Fun and a Little Weirdness".



Linked In employees can play fooseball or ping-pong to refresh themselves.



Barbara Corcoran says,

"Fun is the most
underutilized tool in
business."

Zzzzz-Avoid a Daily SnoozeFest

mo·not·o·nous

mə' nātnəs/
adjective

The Meaning of Monotonous...Has
this ever applied to your prospecting?

Dull,
tedious, &
repetitious;
lacking in variety & interest.

Synonyms:

Tedious,
Boring, Dull,
Uninteresting,
Unexciting,
Wearisome,
Tiresome,
Uninvolving,
Repetitive,
Repetitious,
Unvarying,
Unchanging,
Unvaried,
Humdrum,
Ho-hum,
Routine,
Mechanical,
Mind-numbing,
Soul-destroying...

“The statistics that he quotes
with monotonous regularity.”



Try a Collaborative To Do List



Get your clients involved creatively in your time management! Many times they love being “hands on” and contributing to finding their dream house or making their home sell faster. MAKE IT FUN FOR THEM!

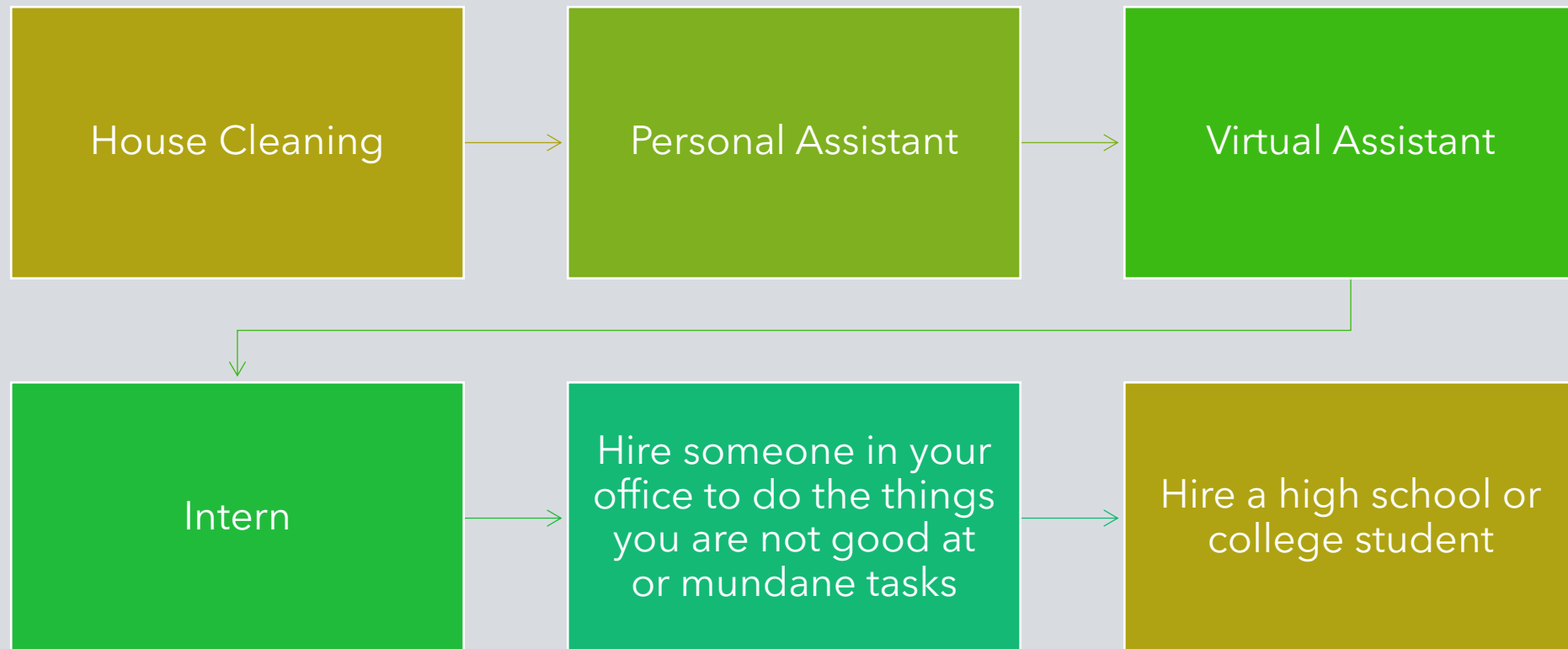


What are some things you could add to a shared action list for buyers?



What could be on an action list for sellers?

Creatively Get Support to Manage Your Time



On Line Hiring

Superior Admin Services

<https://superioradmin.net/superior-admin-services>

Callnovo

<https://callnovo.com/philippines-english-virtual-assistant-va/>

OnlineJobs/PH

<https://www.onlinejobs.ph/>

GoHireNow

https://www.gohirenow.com/p/virtual-assistants-philippines_exp_1.html?id=17&gclid=Cj0KCQjws-OEBhCkARIsAPhOkIb6s7SrXDpTqieC-h-60iL1sTEH9DVVEHOgv1xwoePEKDpgonMs8FlaAmx7EALw_wcB

Try the Pomodoro Technique

- The Pomodoro technique is a unique time management tool to help you make the most of your time and effort. It's quite simple: choose a task that needs to be completed, set a timer for 25 minutes, dedicate your time to that task until the timer goes off, and then take a 5-minute break for yourself.
- Repeat until you have completed 4 "Pomodoros" (25-minute periods of work) and then give yourself a 20 or 30-minute break.



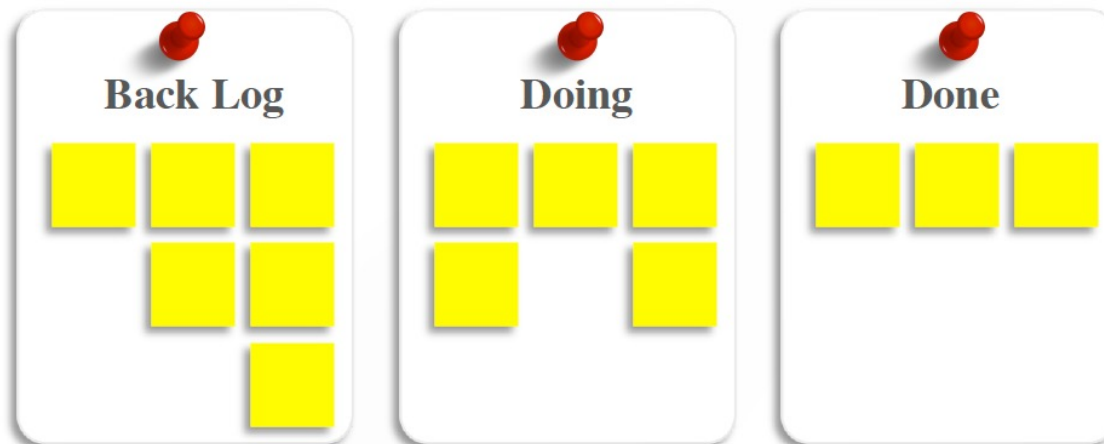
Bonus Game

The Kanban is done on a blank piece of paper or poster board with sticky notes.

Make a Kanban

A "Lean System"

1. In the far left column, write down all the prospects that are in your lead funnel...from any and all games on yellow sticky notes and load this column with as many as you can think of. This column is called Backlog
2. In the center column, choose 4-6 of these prospecting leads and move the sticky notes into this column called Doing. These are the prospects you are currently cultivating- your A clients
3. The far right column is your done column. How many can you move into the right column as they sign a contract?



4. No other prospects can move from the backlog into the doing column until one is in the done column, or the prospect is reassigned to backlog. You should never have more than 4-6 in your doing column at any one time.

This is a bonus game that will give you clarity as to who your leads are and where they are headed.

Simplify With The Kanban

Bob Perkins
45 S. Grant
576-4741

David Kurth
considering
Retirement
in law

Mark Droboneck
Jessica
503-9220
Burger

ERIC
Huck
407 M Allen

LELEUX

David and
Bonnie

Rick
Anderson

Robert
Shaffer
and
Richard

TIM & BETH

BOB HART
DAVE
RAMSEY

215-0193
End of world

Kurt
2 PM
9th

Doris
Sonder

Vernon

and Lois
Paskal

How to Make a Kanban

- Get a piece of poster board or paper and make three columns. **BACKLOG, DOING, DONE.** I keep a Kanban for listing leads and a personal one for projects at home.
- Step 1. List all projects or tasks on separate post it notes. I use this for listing flow so each potential listing "project" is one one sticky. Put them all in the on the backlog column.
- Step 2: Pick the HOT SPOTS. Hot spots are the key areas that DESERVE your attention. They could be areas of opportunity or pain points...for instance I had on my board at home a sticky note in my doing column to work on taxes for 30 minutes.. Important: Move 3-5 HOT SPOTS into your doing column.
- Step 2: These would be your hottest leads, your "have to" get done items.
- Step 3: Success! You complete something out of your doing column and put it in your done column.

