

The Efficient Practice: Home in Time for Dinner



*I acknowledge the traditional owners
and custodians of the land
that I live and work on as the
First People of this Country.*

Today:

Super Quick Time Study

In the Zone

Delegation

Default Diary

Planning

FOLLOW US



Downloads; events; offers -
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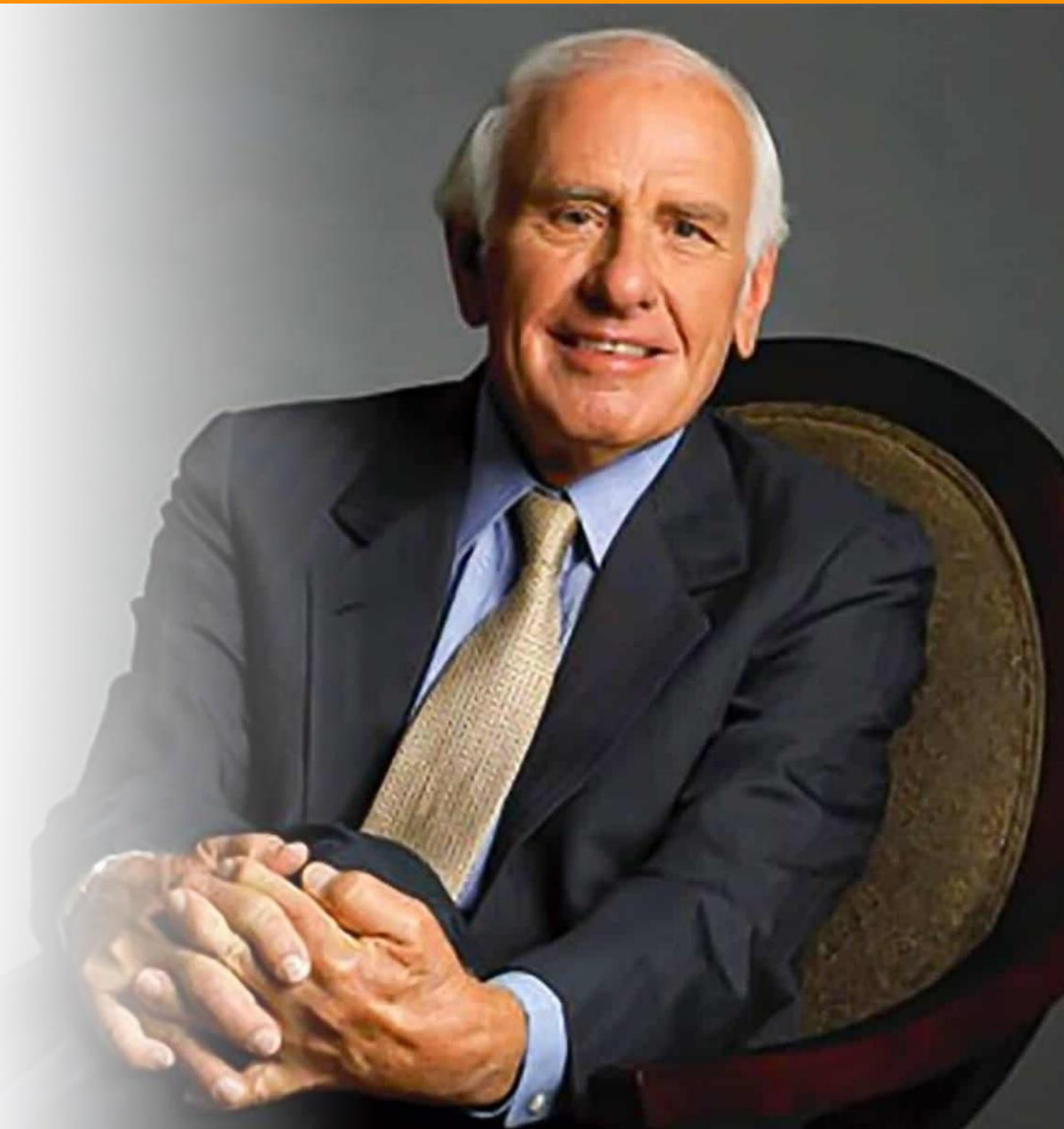
Quoting Richard Branson

“Any successful entrepreneur knows that time is more valuable than money itself.”

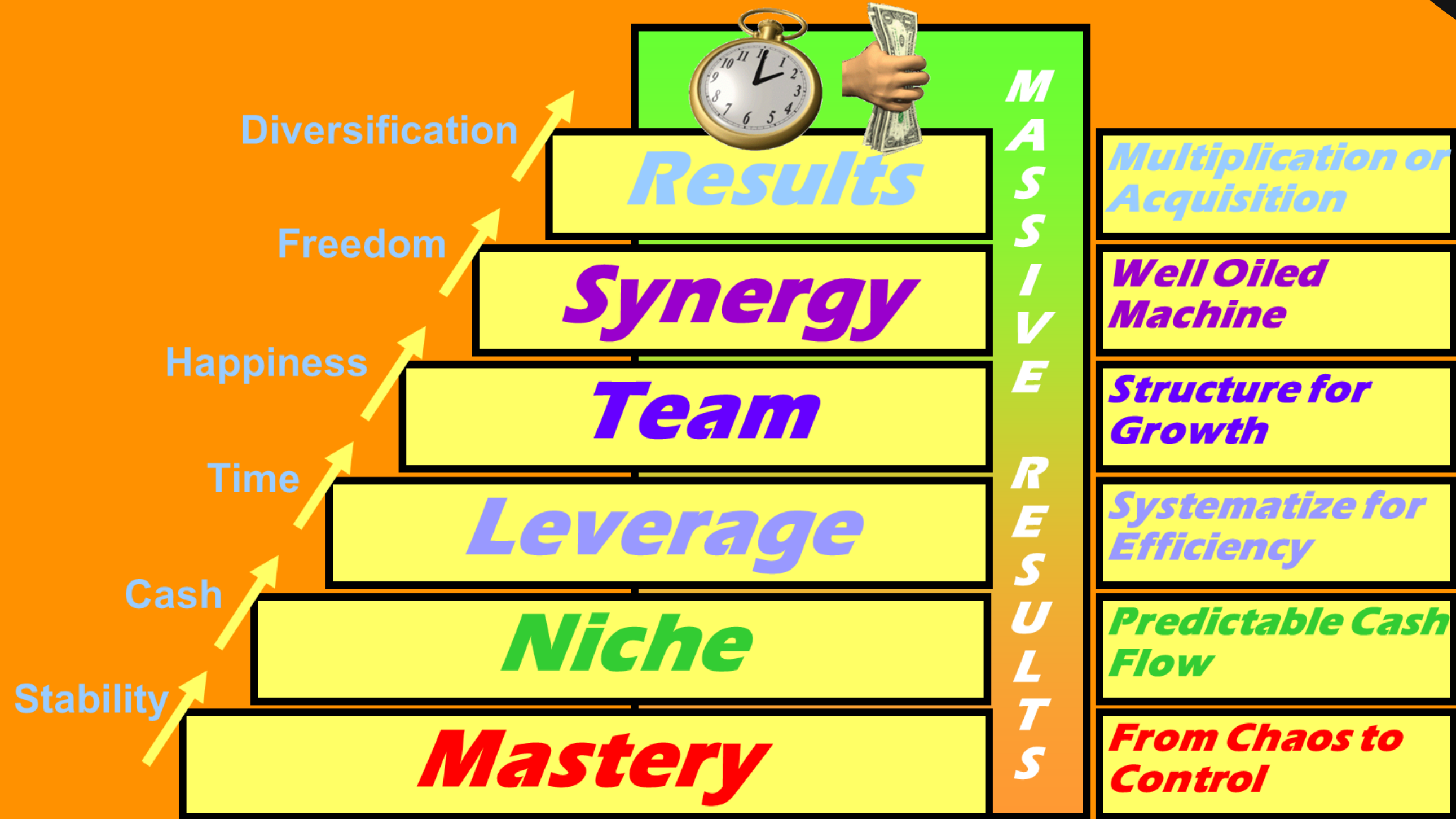


Quoting Jim Rohn

“Time is more value than money.
You can get more money,
but you cannot get more time.”



Six Steps to Massive Results ...



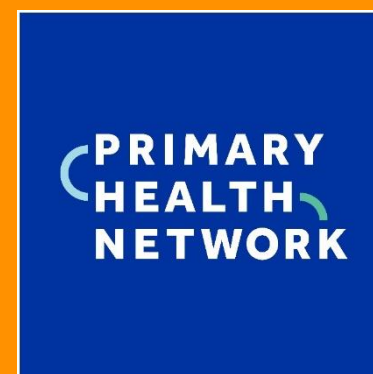
1. Fill in the chart below to estimate how much time you spend per each day of the typical week working in your business:

DAY	HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
TOTAL	



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**How many hours are you
working each week?**



TASK LIST



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

2. Fill in the chart below with the 5 to 10 task categories you do on a weekly basis. E.g. communication (mail, phone, email), delivery of services, bookkeeping, calls, meeting with patients, production time, working at desk, etc.

TASK	HOURS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL	

Re-work and re-figure the numbers in these tables until the TOTAL HOURS in both tables are approximately equal. This will give you a good picture of what tasks are consuming your time.



Time Target ...





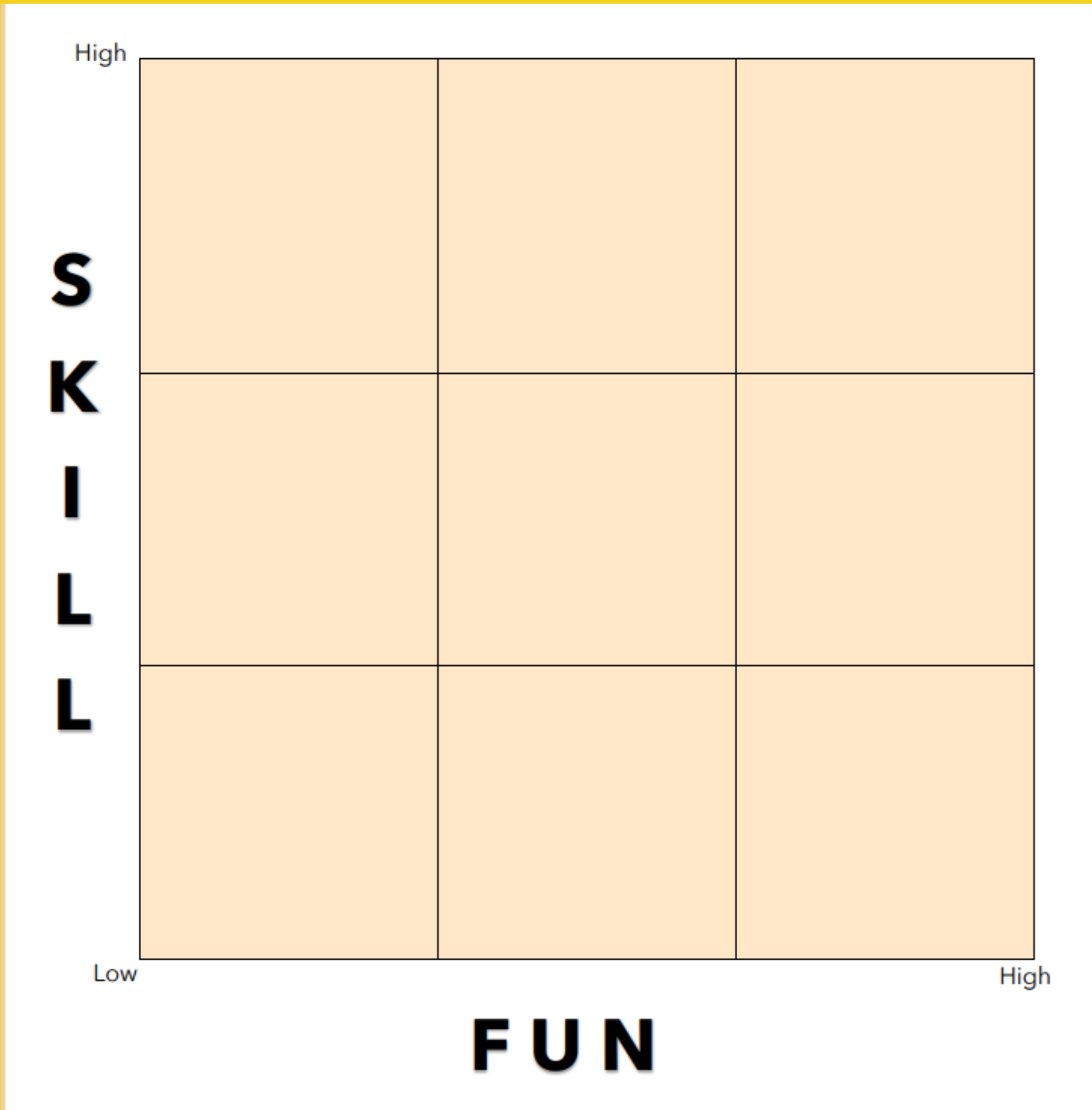
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**What percentage of your
time is spent in Demand?**



TIME to Delegate








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What will you delegate?



- 
- ▶ A basic Time Log will help you find tasks that should be delegated
 - ▶ Look for things you are doing but don't need to
 - ▶ Find 5 hours a week so you can work ON the business
 - ▶ Delegation is about you letting go as much as it is the team
 - ▶ Make sure when you delegate you don't just “abdicate”
 - ▶ Train, assist and measure at the start

2 business life changes....

1. You realize that you have to surround yourself with people who respect and value your time and behave accordingly
2. You have to eliminate the need for doing, and/or delegate those tasks and activities that just cannot, and do not, match up with the mandated value of your time



97	21	37	9	61	14	74	26	6	94
89	49	1	53	81	34	82	46	66	18
13	57	25	17	65	90	22	70	30	58
77	33	73	45	93	38	78	2	42	86
41	69	85	29	5	98	50	62	54	10
63	7	79	39	15	76	48	12	16	96
75	47	27	59	31	100	24	36	56	68
3	43	23	19	71	4	52	40	32	60
83	11	91	35	87	72	28	80	8	84
55	95	51	99	67	20	88	44	92	64

Systematize the Routine & Humanize the Exceptions

80:20 Rule



DEFAULT DIARY

Diary time for all key activities including family, bookwork, marketing, entrepreneurial time, exercise, technical/operations etc

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7.30							
8.00							
8.30							
9.00							
9.30							
10.00							
10.30							
11.00							



- **Eat That Frog**
- **ABCD Tasks**
- **Stop Less More Start**
- **Eat an Elephant**
- **Finish today planning tomorrow**
- **Remind yourself –
Purpose and Values**





3 Questions

1. Where am I going?
2. What am I doing?
3. How will it benefit me?



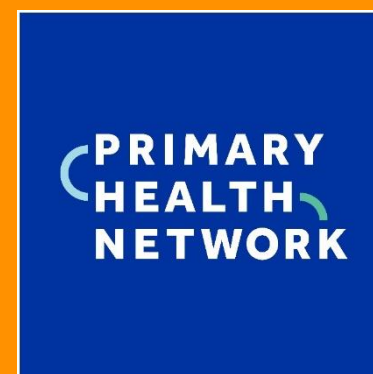
Time mastery – from chaos to control

Planning Mastery



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**Do you have a documented
plan with goals and targets?**



- ▶ Build the Plan, Work the Plan
- ▶ A Plan needs to be an ActionPLAN
- ▶ Based on what to do, not theory
- ▶ A good plan is a simple plan
- ▶ Build it on paper first
- ▶ Invest time to think, develop and write the plan



3 Lessons

3 Actions



THANK YOU FOR JOINING US!



FOLLOW US



Downloads

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PROFIT FIRST PROFESSIONAL
CERTIFIED MASTER
★★★★★

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