



Turbo Charge Your Time and Productivity! By “Jimmy Z” Zawiski of TurboCoaching.com

20 Hot Tips To Get More Life Out Of Your Time

Could you benefit by investing a little time to streamline your efforts and get yourself re-organized for higher productivity? Here are 20 “Hot-Tips” to get more out of the time you have!

A wise man once said we each have all the time there is, how we use it is what makes the difference. Do you believe that our ability to produce is directly a function of our time and priority management? Our ability to stay focused in the midst of distractions and demands is a direct function of the degree of clarity we have on our plan. Have you ever heard to “Plan Your Work, and Work Your Plan”? Do you know what is one of the most simple and effective things you can do to realize an immediate increase in focus and productivity?

You just write down and focus on the three most important things to accomplish in the upcoming week, and then the three most important things to accomplish each and every day. Write in the same spot in your planner, or on a sticky note every day, and you will develop a habit that only 3% of the population uses. You join the ranks of those who make things happen vs. those who wonder what happened!

Below is an excerpt from our two-hour “Turbo Charge Your Time and Productivity” Workshop. There are 20+ instantly implementable “Hot Tips” to get more out of your day with less stress and effort. Call me if you’d like a Turbo Coaching session on them over the phone or in person to improve your performance!

20 “Hot Tips” To Get More Out of Your Time!

1. **What’s the #1 principle for effective Time Management???** Plan Your Work and Work Your Plan!!!
2. **Want to save time long term??** Give yourself the gift of a compelling future and create a set of written and specific goals with target dates in each area of life you are committed to improving. The basic areas of life to consider (in no specific order) are:
 - ◆ **Work** – What specific benchmarks do you want to achieve, and what specific strategies and skill sets do you need to improve upon and/or implement to get you there??
 - ◆ **Play** – What specific things do you like to do, places you’d like to go, things you’d like to get and people you’d like to play with to “Enjoy The Journey” even more??
 - ◆ **Health** – What specific fitness benchmarks do you want to achieve, health issues you want to clear up, and what specific strategies and habits do you want to work on? How can you measure and manage your progress?
 - ◆ **Wealth** – What specific saving and investment benchmarks do you want to achieve, and how much money does your money earn you now? Based on that information, when can your investments replace your income so you are financially free (independent) from having to work? Will you be 50? 60? 70? 80? Or is there no end in sight?? What is your plan?
 - ◆ **Spiritual** – What gives you a sense of greater purpose, fulfillment and love in life? What books, CD’s or seminars can you engage in to grow spiritually? Where can you go to grow closer and



deeper in your relationship with God? In what ways can you contribute back to the community? Who specifically can you "adopt" or mentor to make the difference in their life that wouldn't be made if it weren't for you??

- ◆ **Relationships** – Who specifically do you love, and in what specific ways can you connect more with them? Make a page per person and think of things you can do to support them, grow with them and contribute to their life. What things are they up to that you can take an even greater interest in? What special gifts can you give them for any or no reason at all? Do the same for your friends and associates. When are their birthdays, and print out a bunch of cards that you can send once a month for everybody's birthday that month. Become an "Advocate" of others business, and they will enjoy being an "Advocate" of yours!
 - ◆ **Growth** – What specific ways do you want to grow Mentally and Emotionally? What books would you like to read, or CD sets to listen to? What Seminars or events do you want to attend? What specific Skill Sets do you want to improve upon personally like speed reading, improving your vocabulary, learn a new language, or develop a hobby or passion? You're either green and growing, or ripe and rotting! What feeds your passions and who can you share them with??
3. **Want to look at them more than once??** Put those goals in a ½ in Clear view Binder and a set of tabs for each area of life and voila! You are now in the top 3% of all people, those who actually have a written plan of action!! Make an inspiring cover for it, and while you work in it, it will inspire you!
 4. **Want some coaching and support to follow through on your plan??** Compel a friend who's more successful than you to do it too. Schedule a monthly meal together to support each other on your progress. Make promises on at least three things you'll do each month. Call each other with Wins and Challenges.
 5. **Want to make more progress this month??** Break down your quarterly goals into monthly, weekly and daily actions. Timeline it out so that you have a measure of progress to gauge upon.
 6. **Want to get more done this week?** Get in the success habit of weekly planning. Set aside an hour on Friday, Sunday or Monday morning to plan out the highest payoff activities you can engage in this week. **PLUG THEM INTO YOUR SCHEDULE LIKE YOU WOULD ANY OTHER MEETING!** If you have to move them around later, fine, just block the time out and start running yourself like the high powered executive type you are!
 7. **Want to get more done today?** Start each day with the question "What are the highest payoff activities I can do today?? **PLUG THEM INTO YOUR SCHEDULE LIKE YOU WOULD ANY OTHER MEETING!** Why do I repeat myself you ask? Because people would never think of just blowing off a meeting that's scheduled with someone else, so, aren't the items on your agenda just as important??

You can reinforce the high performers habit of doing the most important things first if you just start asking yourself what 1,2 or 3 things can I do today that will give me the greatest return on my investment of time and energy toward my goals. Having your yearly, monthly and weekly goals in front of you in your binder while you plan, will turn you on and you will feel and be a winner!!



8. **Want to get more done in an hour??** Do a Power Hour!! Write the exact time on a piece of paper and 1-3 things that are most important for you to get done in that hour. Practice managing your focus. Avoid distractions and make it a game to get back on track when you do have to address something else. You will strengthen your focus muscle and you will not lollygag around so much with a short-term deadline!
9. **Want to make sure you follow through with your Power Hour??** Enroll a friend in playing with you, and call each other with Wins and Challenges if you need support. When you check in, gauge your states of mind. Gauge on a 1-10 as far as how well you are driving your focus and progress. Ask what can you do to kick it up to a 7-10 now?? You each pick your own goals, and it's more about kicking butt in that hour and staying focused on a scale of 1-10 than getting it all done. You can always re-up for another hour if you'd like!
10. **Feeling Overwhelmed with things to do??** Do a Brain Dump on a blank piece of paper by labeling each big chunk/project in a circle. Stem off the little actions for each one in their own circles attached by a line, and do that for as many things as are on your mind. They do not have to have any rhyme or reason to them, or order at all. The purpose is to just get them out of your brain and captured onto paper. The second step is to use that sheet like a “menu” of possible things you can do now, and then prioritize and plug them into your plan/schedule. You can use it like a worksheet to plan from, and you will be surprised how it will free up your emotions not having to remember it all at once! Check out my “Game of Dots!™: How to Train Your Brain To Be An Idea Machine” Workshop for more ideas how to do this with ease! You can also book a coaching session for more help cutting through the clutter.
11. **Want to prioritize better?** Prioritize your actions with the A,B,C, 1,2,3 Method. Basically you break your “To Do” list down into A's, B's & C's based on the biggest return on your time invested. You then prioritize each “A” item by number, then “B's”, etc. Very good!
12. **Want to stretch yourself to grow the most??** Ask yourself, “*What am I actively avoiding??*” when you prioritize. You'll find it valuable to tell the truth and stretch yourself to get that done first!
13. **Want to be on time more often when you have lots of stuff to bring with you??** Set up a staging area for all the things you'll need, and put them there well in advance. Notice how good it feels to have your bags packed, the stuff ready, your notes files in your briefcase, or whatever you need to have prepared ahead of time so you're not scrambling last minute... again!! Interrupt that pattern and reward yourself to reinforce the High-Performers Habit of advanced preparation.
14. **Want to save time when grocery shopping and making return trips for forgotten goods??** I have had the same shopping list on a page in my planner for over 7 years! There is an area to the left checked for 99% of the groceries I buy. When I need it, I erase the check, when I find it in the store I check it back off. Even just browsing the list before I check out sometimes triggers something like dishwasher soap that I'd end up making another trip for. Very helpful idea, and you could even put it on a 3X5 card in your wallet.
15. **Have you ever spent an hour in the video store looking for a movie??** Make a list in your planner. Whenever I see the preview of a movie I think would be good, it goes on the next page after the



shopping list under “Movies”. Rate it with an A (best) or B or K for Kid flick, and then when making plans to pick one up with friends, there’s a list to read off! This saves time choosing; as well as once you’re in the store. Grab the flyer of what’s coming out, and you can add to your list. I’ve even called up on my way there and they had it waiting for me at the counter, which saved me even more time on the fly!

16. **Want to read more or enjoy your favorite music more often as a reward for being so effective and productive with your time??** Do the same thing with a Book list or a CD list when someone recommends one. You can add it to your list and then when in the store, you’ll remember to check it out because Paper remembers, only people forget!
17. **Want to save time getting to all those articles you want to read in your magazines you pay for but don’t seem to have time for??** Just rip out the pages of the articles you want to read. Put them into a manila folder to take with you. Have you ever wanted to share something you’ve read with a friend but can’t remember which magazine or which issue? Just save the good article in a file with the magazine name on it and you’ll save time and space looking for it!
18. **Do you constantly have a buildup of clutter and piles of papers everywhere?** Get in the habit of asking yourself, “*Where is this piece of paper’s home??*” and then put it there. File your Piles in a box and get them out of site, then commit to going through one a week or month even. Do it by the TV during commercials and you will make progress and feel a lighter load. Develop the urge to purge!
19. **Does your mail pile up?** Set up a mail box or files in the front of a file cabinet drawer for yourself that enables you to do a quick sort of Bills, Important to look at, Catalogs, Vendors, Junk mail, etc. When you get the mail do a quick sort, and then look at it later during low payoff time. One of those small plastic portable file boxes is good for this sort of thing because you can bring it to your favorite chair or do it during the news.
20. **Want to develop even greater skills and habits to get more out of your time??** Look at others who are effective and ask them or model their skills and habits that make them so effective and productive with the same 24 hours you have. Want some outstanding coaching from experts that is well worth your time and investment? The best tape sets I know on this topic are Brian Tracy’s “How To Master Your Time”, and Dr. Stephen Covey’s “7 Habits of Highly Effective People” & “First Things First”. Call my office to order or learn more, or you can always go directly to TurboCoaching.com!

My Friend and Mentor Paul J. Meyer once said that “Success is the Progressive Realization of Worthwhile, Predetermined, Personal Goals” and I believe that. Our time is a gift from God, and what we do with it is our gift back. I hope these “Hot Tips” benefit you and others on the road to happiness!

Enjoy The Journey!

Jimmy Z

“Jimmy Z” Zawiski runs TurboCoaching.com, a Personal and Professional Development Resource site and Training Center you can use to empower your career and your life! You can Register for his “Turbo Coaching For Salespeople!” Seminars at TurboCoaching.com or call toll free 1-888-GO2-GROW! (1-888-462-4769)