

MEMBER MONDAY February 21st, 2022

Mastering Time

Featuring the Do It, Move It, Or Delete It[™] Method



Coach Donna Stott

Professional Certified Coach

One thing the Pandemic taught us is that how we spend our TIME is more important than we thought.

- We want to spend more time with family and friends.
- We want to earn more money in less time.
- We want to travel more and see things we haven't seen or seen things we have AGAIN.
- We want to be more EFFECTIVE with the time that we have.

Let's begin with a Question:

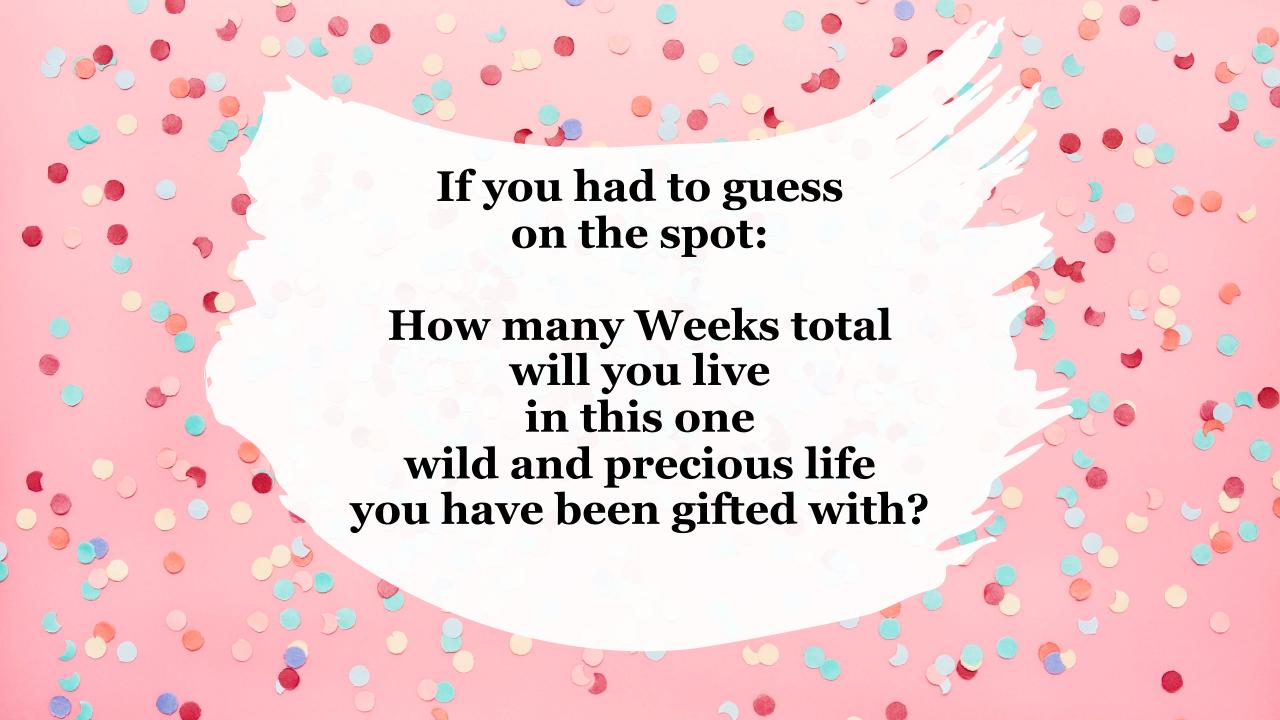
What is YOUR Biggest Challenge with Time?



Observe what was there for YOU to see...

How Important is this?





Weeks you will you live for this one wild and precious life ~

If you live to 85 years old that's 4,420 weeks

A Book out 2021 year says this:

Four Thousand Weeks

Time Management for Mortals

Oliver Burkeman The average human lifespan is absurdly, insultingly brief. Assuming you live to be eighty, you have just over four thousand weeks.

Nobody needs telling there isn't enough time. We're obsessed with our lengthening to-do lists, our overfilled inboxes, work-life balance, and the ceaseless battle against distraction; and we're deluged with advice on becoming more productive and efficient, and "life hacks" to optimize our days. But such techniques often end up making things worse.

The sense of anxious hurry grows more intense, and still the most meaningful parts of life seem to lie just beyond the horizon.

Let's Look, See, and Tell the Truth How many weeks have YOU lived so far?

At 50, you've lived 2,600 weeks.

At 65 you've lived 3,380 weeks.

If you are 30 it's 1,560 weeks.

If you are 70 - 3,640.

If you are 59.5 like Mike & I, that is about 3,100 weeks.

Now... in the same spirit of LSTTT

How many weeks do you have left?

No way to know for sure...

But you MAY be able to calculate about how many Full Time Work Weeks if you are still working

If you are 50, and want to work to age 70, that's a bit over 1000.

If you are 65, and you want to be done in 5 years, that's 260 weeks left.

Coach Mike and I have about 270 full time work weeks left.

If you are 30 and want to retire at 60, that's still only 1,560 weeks.

AND If you are planning to be done in 2-4 years... You are working another 104 – 208 weeks.

POLL #1 – Enter into Chat

Do you want to full time work:

- Less than 200 remaining weeks?
 - •200-300 weeks?
 - •300-500 weeks?
 - •500-750 weeks?
 - •Over 750 weeks?

Notice your Energy... When you say out loud how many weeks you have left to work.



Doesn't it just make sense to make the MOST out of them?

How about we give ATTENTION to your TIME for the next few minutes... So, you can get the MOST out of the time you have!

This year at Your Coaching Matters our Theme is Profit.

Profiting SPECIFICALLY from the 6 Energies in Life that take us across the Border from Visionary Realty to Physical Reality.

➤ How many saw this fun puzzle on our Facebook Group?

Not a member? Join now:

https://www.facebook.com/groups/CoachingMatters

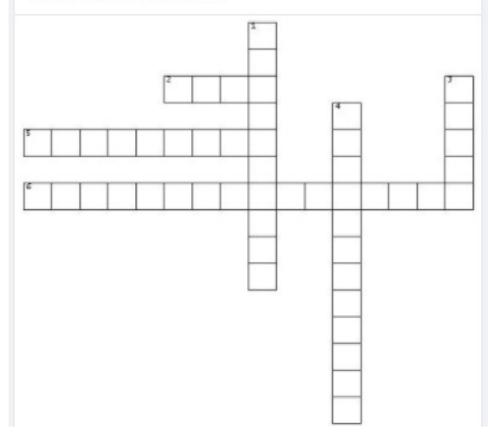
AND for Private Members Only:

https://www.facebook.com/groups/YourCoachingMatters



DOWN

- 1. Artist Needs
- 3. Dollars and Cents
- 4. Interaction with Others





Our Focus on the Energy of Time is for January and February (March-April is Relationship)

- We have done a lot of focus on time... and we are ending these first 2 months of the year offering our Time Management Course.
- Patty and Ann have already signed up to take it. Some of you have signed up to RE-Take it.
- You all know know how important this is and that I don't do it *live* very often. **This COULD be the last time I offer it live.**
- If you have interest, know that as a MEMBER you get 75% off the price... and yet... money isn't the issue, is it?



When asked what gets in the way of getting all that they want...

#1 Thing listed... is TIME.

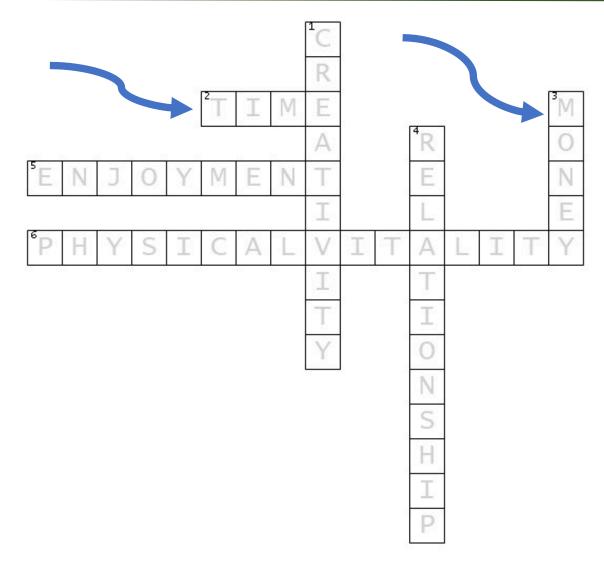
#2 is Money, but #1 is TIME.

If we had unlimited time... we'd have all the money we wanted, right??



Money is indeed an Interesting Energy

Money can be invested and it literally <u>can</u> make more of itself!



But what about TIME?



Time?

Can't save it.

Can't invest it.

Once it's gone, it's gone.







The difference between time and money

You can't save up time. You can't refuse to spend it. You can't set it aside.

Either you're spending your time.

Or your time is spending you.

It really IS all about <u>Profiting</u> from the Energy of TIME

"Either you are spending IT...

Or it is Spending YOU."

Mastering Your TIME is the UNDERLYING FOUNDATION

FOR 100% of ALL OTHER ACTIVITIES

So.. Why Aren't You Spending some ENERGY Working on it?

Don't say: "I don't have time..." ~ It's all you have.

But is IT spending you?.

Let's stop looking for a "Magic Bullet" that does not exist. Hint: AI is not a magic bullet. Let's learn the tools.

We have 4 Tools to share for you today that will help even if the course is not for you.



POLL #2 – Enter into Chat

What % of your Scheduled Time is Truly in control:

√ 80%?

√ 30%?

√ 50%?

√ 10% ??

Fact: We Can't Control TIME...

We CALL it "Time Management"... but Time is just Time.

It's like gravity. Not controllable. It just "IS."

It is ONLY what we PLAN to DO and

what we Actually DO in Physical Reality



that we can control...

One thing people who "do more" have in common is...

They Manage Their Schedules Better.. - Not Perfect... but BETTER



But... it may not be what you think. Listen in a few minutes when we get to the TWO TYPES OF TIME!



Those Successful people Know this Truth:

"If it doesn't fit in your calendar, it doesn't fit in your life."

And they use TOOL #1 to USE this truth.



Time Tool #1 of 4

If it doesn't fit in your calendar,

it doesn't fit in your life. (Say it or write it 3X)

THE 5 step TOOL: If you want to add a "new something" to do in your life, you MUST put these in your calendar, or LET IT GO... FOR NOW – it goes in your Backlog list for "later."

- 1. TIME to Google the NEW THING and read reviews (at least 3 pages back because BAD REVIEWS get BURIED by the makers).
- 2. TIME Find at least THREE real live people using it successfully and talk to those people. If you can't find three, then don't try it.
- 3. TIME to study it. Watch the tutorials. Practice it. Could be months for complicated systems.
- 4. Add the time to implement it perfectly in your calendar FOREVER as repeating events.
- 5. Add the time to maintain it perfectly in your calendar FOREVER as repeating events.

IF THESE DO NOT FIT IN YOUR CALENDAR, IT WON'T FIT IN REAL LIFE!



No matter what field they are in

PROFITABLE Freelancers and Small Business Owners are willing to:

- ✓ Write down what they plan to do
- **✓** Put it in a scheduled format
- ✓ And DO IT, more often than the unsuccessful

... Consistently

Note: They don't DO IT perfectly... but they DO it SOME of the time.

Success Defined



What we learned from our Mentor Dr. Maria Nemeth

"SUCCESS IS DOING

WHAT YOU SAID YOU WOULD DO,

CONSISTENTLY,

WITH CLARITY, FOCUS, EASE, AND GRACE."

We were immediately <u>drawn</u> to that definition because it fit so PERFECTLY into our time management system!

→ Reality Check

We are not looking for "perfection"

which doesn't exist and the expectation of it will cause you to give up on MOST time management tools – we will tell you the truth and what to do about it!

It WILL NOT PERFECT 100% of the time.

But it can be BETTER most of the time.



The secret?

That's all it takes to win.

MOST of the time.

Two Types of TIME: Kairos and Chronos

Kairos Time is not a clock time. It's in our gut... intuition.

It's when we FEEL like time expanded... or contracted. Watching a sunset that seems to take an hour, but it was only moments... a 3-day weekend that feels like 2 weeks. It's also "nature" time. Seasons change.

Chronos Time is Man-Made. And it's *not perfect*. Which is one reason why we have Leap Years. Daylight Savings Time is an example of Man-Made Time Shifts.

Time Management is about Chronos Time.

Kairos Time can keep us from doing what we say we will do in Chronos Time.

But it's not "bad" – In fact, Kairos can be VERY GOOD for us, we can "get in the Zone" there... and yet...

If we ONLY live in Kairos... we don't accomplish as much in the time that we have.





Remember those people that DO more?

You may be shocked to discover they are likely to ONLY schedule a set number of hours a day, 5-6 days a week for **Chronos time**. Planned Time.

What they discover is that when they are willing to be very structured for 4-6 hours a day, 5-6 days a week, **it's enough.**

That adds up to "booking" 20-36 hours.

Leaving at LEAST 132 hours a week OPEN for Kairos time.



POLL #3 – Enter into Chat

Are you spending more of your work time in:

✓ **Kairos time** – Doing things when it just "feels" right...

OR

✓ Chronos time – Doing things when you planned to do them in your calendar.

Consider this: IF you COULD be MUCH more effective with your Chronos time...





What could that be worth?



Let's look at what it could be worth financially to improve... just in your work life:

% Improvement	Earn \$100,000 Now	Earn \$250,000 Now
80%	= \$160,000 or \$80K/year MORE	= \$450,000 or \$200K/year MORE
50%	= \$150,000 or \$50K/year MORE	= \$375,000 or \$125K/year MORE
10%	= \$110,000 or \$10K/year MORE	= \$275,000 or \$25K/year MORE



That's a lot more
Money.
Year after
Year after
Year.

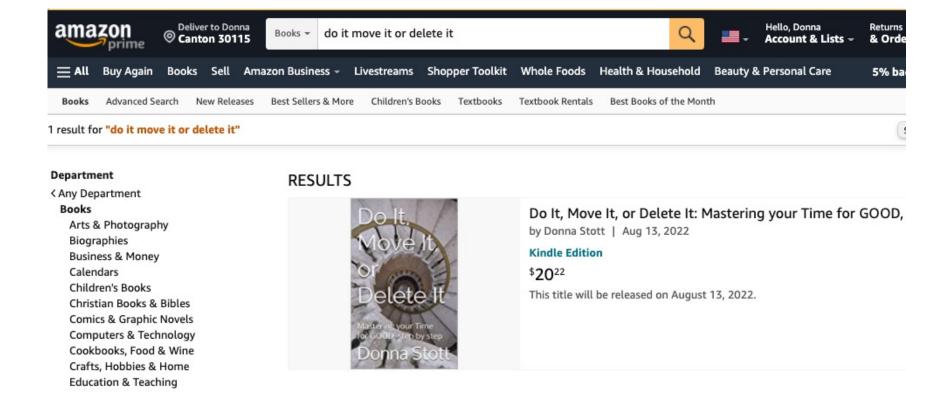
Imagine that kind of improvement in other areas of your life.



Other areas that support your Life Intentions? Other goals other than work or financial? I am writing a book this year... By booking the time to write and learn about publishing, I am taking that dream in Visionary Realty into Physical Reality!

This is not for a
Financial Reason but
because one of my
changed top 3 Life
Intentions this year
is to be a Successful
Author.

The definition of Success for me in that Life Intention is to be PUBLISHED.





I know this: If you follow this SIMPLE system, you WILL improve <u>SOME %</u>

<u>Using the financial Example... even just a 10%</u> <u>improvement will earn most of you</u>

\$10-\$25K MORE per year the rest of your Career.

How many years do you have left to work? Multiply THAT!

If your goals are NOT financial, perhaps you too want to write a book too... or produce pieces of art... or create a garden... or be an Activist... or change the world! **Whatever you want, you can have it**. One small sweet step at a time, using the Do it, Move it, or Delete it™ Method.



Time for my True-Life Story

I was a young, newly single mom of 3... just 4 years into my Real Estate Career...



I was "busy" 18 hours a day (slept 6) and hit a ceiling:

Is this it?

Is this all I can do in the time that I have?

I studied others doing MORE and learned the PRACTICAL TOOLS

I adopted and IMPROVED ON

doubling my production the next year and tripling it the following year.

in less hours than I was spending before!

- ✓ YES I INVESTED TIME into learning.
- ✓ YES It was a process of fail, fail again, fail better.
- ✓ YES... I GOT THERE And YOU can too. This IS Learnable.

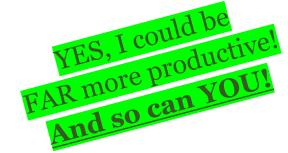


A few years later, I was managing a 50-person office that grew to a top 50 in the franchise in just a few years. **BECAUSE of the Time**Management tools YOU TOO can also learn and implement.

A few years later Mike and I were Co-Leading a **SMALL Profitable Team** that peaked at 181 happy client closings and over \$2.7M GCI.



In 2006 Mike and I began Coaching and in 2009
Your Coaching Matters was born in part, so we can teach this to YOU TOO!





Eventually Donna Named this Method ...







Goods and Services

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SERVICE MARK

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LIVE

The Do It, Move It, Or Delete It ® System

This is **SO UNIQUE** we were granted a REGISTERED Trademark
by the United States Patent and Trademark office in January 2019

though Donna has been teaching it for about 20 years

What makes it so Unique?

We <u>will</u> show you 100% of it today and DEEPER in a Course I teach... *along with exactly how to implement it.*

Because JUST LEARNING IT is not enough. It takes PRACTICE.



Time Management Tool #2 of 4

Everything In Your Life That You Wouldn't Otherwise Do:

First Calendar it (it starts there)

Then:

Do it. Move it. Or Delete it.

Period.

What is Do It, Move It, Or Delete It in a Nutshell?



- 1. **Discover** what you really really want. Do you know? **This alone is invaluable** (We do this Exercise in Class 1!)
- **Say** what you are willing to do to achieve it. (You know the steps... if you tell the truth at least the first ones)
- 3. Schedule those steps in a Calendar (usually as repeating events) This creates your VISION OF THE FUTURE.
- 4. DO IT... MOVE IT... or DELETE IT.
- 5. When you DO IT Great! It stays right where it is in your calendar.
- 6. If you MOVE IT Great! You've moved it to another timeslot. Simply fill out what you DID during that time.
- 7. If you DELETE IT **Great too!** You didn't do it. That's the truth. You either deleted it forever, or it will come up again the next time it's booked. And again, **simply fill out what you DID DO during that time.**
- 8. Your Calendar is now also a HISTORY of the past. The truth. Won't it be great to finally tell the truth about your time? The TRUTH allows us to take the NEXT Authentic Action!



POLL #4– Enter into Chat

Which of these things are getting in **your** way <u>most often</u>?



Poll #4 – Which of these is Getting in your way?

- ✓ 1. Personal Life stuff that comes up and messes up your schedule
- ✓ 2. Handling "BUSY" vs Creating Business
- ✓ 3. Not having clear Goals or CLI's (Current Life Intentions)
- ✓ 4. Taking ME time and feeling guilty about it so you don't take enough
- ✓ 5. Monkey Mind, that chatter in your head
- ✓ 6. It's more more "fun" going to CE / Serving on committees / Doing volunteer work
- ✓ 7. Not having clear Professional Minimum Standards
- ✓ 9. Administration of problems... fires to put out, or other Administrative things that seem to take over the day (Anyone been On Hold lately??)





Good News...

With some PRACTICE of Do it Move it or Delete it™

You LEARN exactly how to ACHIEVE SUCCESS -

Doing what you said you would do consistently

AND HANDLE All That "In The Way" Stuff...



With EASE!

What I know about you:

- You are a hero, whole and complete. This course will support you to see that.
- You have goals and dreams and a desire to make a difference. This course will support you to do that.
- You have your own answers. This course supports you to see those answers.
- You are a contribution. This course supports you to contribute in the unique way that is yours.
- You deserve dignity and respect. This course will support you to treat yourself and your time with dignity and respect.

You deserve to manage the weeks you have left better. I am here today to remind you of your magnificence. Of all the great things you can do in this life.

Quote from a Client I taught these tools to...

"I went to a conference last year and was chatting with some agents (most have teams, I sell about 50 a year with just my admin) and when I mentioned my production, they said 'wow you must work all the time.'

'I said 'NOPE'

I work 3-4 days a week (fielding occasional emails and calls the other days) and take 5 vacations a year."

She wrote me a note: "Donna... I want you to know that is due to your Coaching in Time Management. Thank you!"







Time Management Tool #3 of 4

Doing something new? Success starts with TWO...

Simply commit to working on this for TWO minutes a day to start.

Two minutes a day consistently will get your habit moving... and you are far more likely to do more than the 2 minutes when you just start with 2.

If you were to invest 2 minutes a day to start, that's less than 15 a week. Do you have 15 minutes?

Another Example: Writing Notecards. We know when we mail personal notes it's good for US and for those that receive those notes.

Do it just 2 minutes a day, every day, it will likely become a habit that could change everything.

You can get 1 out in 2 minutes. If you did that 5 days a week, you'd mail out over 250 in a year!



Can you IMAGINE your Time working FOR YOU in a way that consistently moves you FORWARD to fulfilling your Goals?

If Yes, let's move forward with details about the Course. If not, then realize... nothing will help until you can. As with ANY leap forward... you must FIRST be able to SEE IT as Possible.

My bet is you want:

1. More INCOME...



... or 3. To Take More TIME OFF

Most likely - ALL OF THE ABOVE



You're *STILL* struggling with a BASIC SYSTEM of managing time to achieve those things...



Good News:
We have a Proven
Trademark
Patented Method
to SOLVE THIS!





So just what IS in this class to SEE... that can change Life so that it is filled with clarity focus ease and grace?

Course Includes

YOUR CURRENT LIFE'S INTENTIONS & "FORMULA ONE"

We start here, because without knowing those, your will power to make effective change is severely limited.

Knowing these your POWER to change is Unlimited.

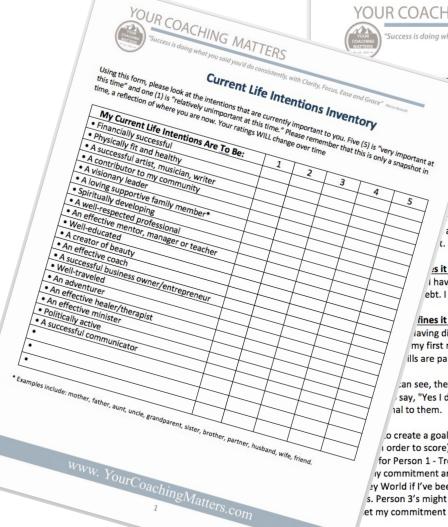
If we would only give, just once, the same amount of reflection to what we want to get out of life that we give to the question of what to do with a two weeks' vacation, we would be startled at our false standards and the aimless procession of our busy days.



-Dorothy Canfield Fisher

Current Life **Intentions** Inventory Exercise





YOUR COACHING MATTERS

"Success is doing what you said you'd do consistently, with Clarity, Focus, Ease and Grace" - Merid Normeth

"th a "5" to the top 2-3. Circle those. NOTE: This in no way "lessens" es your brain focus for THIS particular time. When we have time, we rarely get mastery on any of them. If things change, for 1ey and financially successful can go to a 4, then do the exercise

Life Intentions and write out exactly what that means to you. This n of time on this. Just get some basic clarity around it. Examples same Primary LI around being "Financially Successful."

as: I never bounce a check. I keep at least \$200 more than I need in my t all times. I pay all bills on time or early for the entire year. I save 10% a savings account and open a retirement account by end of the year with

s it as: I save 20% of each check until I have a savings account balance of I have this cushion, I spend 20% of each check toward debts paying off extra ebt. I put 5% from each check into my retirement account.

fines it as: I put 20% of my income into my Childs college fund until \$40K is laving disciplined my savings in this way, remaining checks put 20% into savings my first rental property with 30% down. I keep 5 digits in my checking account ills are paid each month. I put away 10% from each check into retirement plan.

an see, these all are what each person considers "financially successful" and it's say, "Yes I did that" or "No I didn't do that" at the end of the year. It's clear and it's nal to them.

o create a goal (Remembering that a Goal is an object or area towards which play is order to score) around each intention. For example, in the Financial LI above, the Goal for Person 1 - Treat myself to a massage every month on the last day of the month when y commitment around Financial Success. Person 2's Goal might be Go on a fall vacation by World if I've been consistent in meeting my commitment around Financial s. Person 3's might be - Pay cash for a new car from my Savings account for Christmas when et my commitment around financial success.





THE SYSTEMS

- 1. DON'T LET THIS SCARE YOU!
- It's just selecting the right
 TOOLS for you to start with.
- 3. I'll give suggestions. YOU'LLCHOOSE ONE and start THATDAY.

- 1. What to DO that is most important
- 2. Time Blocking Does it work?
- Pomodoro Technique aka "Formula Two"
- 4. The Exclusive "Do it; Move it; or Delete it" Method and how to MASTER IT.





And Finally... MASTERY!

- You'll learn what may happen –
 expected pitfalls.
- 2. You'll learn EXACTLY what to do about it and can discuss with myself or Coach Mike on the TUESDAY Coach is IN each week!

- 1. What does it look like? (it may not be what you think)
- 2. We also ANSWER:

 "How long will it
 take to get there?"





When do we start?

Anytime You Want Virtually after March 10th AND/OR

THE LIVE INTERACTIVE COURSE IS:

1:30ET / 12:30CT / 11:30MT /10:30Pacific Wednesdays February 23rd, March 2 & 9th

EVERY CLASS IS ACCESSABLE TO YOU FOREVER!

Take it or re-take anytime you want on the Courses Page of YourCoachingMatters.com





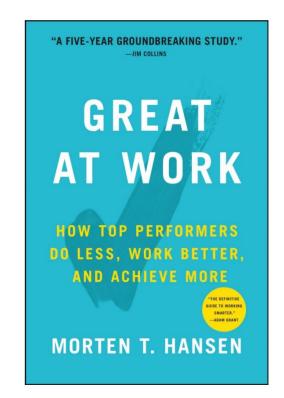
Time Management Tool #4 of 4

Stop trying to fit it "all" in – Successful people choose only a FEW things to get Great at...and work harder to master those FEW things.

The book *Great At Work** says it well:

✓ Do Less

✓ Obsess More





*TIME HACK BONUS: Try LISTENING – vs Reading - on Audible at 1.25-1.5 Speed

How about you OBSESS about Learning this the next 3 weeks... Are you IN?

Waiting is an option... but: "It doesn't get any less scary. All that happens is that you have less life left. It helps if you do your falling early, and it really helps if you do your reaching early." — Mary H.K. Choi

What Jim said:

"Mastering Time Management is helping me get on track to achieve more of what I want. I followed the MTM plan for a couple weeks, not for length of the time to which I committed, and 'yes' I connected with prospects that otherwise may have forgotten me.

Then I got distracted and strayed off the plan.

MTM Section (Lesson) 4 warned me about distractions and what to do about it.

Now I know, I needed the MTM program more than I realized. Today I went back, and the online replays are more relevant and personal.

This is a VERY GOOD training program. And by the way, the coach is firm while nice."





How to get in:

www.MasteringTimeManagement.com

SEND TO A FRIEND and they can get HALF PRICE: https://bit.ly/MasterTIMEHalfprice

YOU GET 75% off as a MEMBER:

Use: https://bit.ly/MasterTimeClient75

(That is 75% off \$697 - just \$174.25)

Just Do it now.

If you have taken the course before and don't want to wait for the new Recordings to load up...

or just want to do LIVE with me because you get that TIME with me... ©

It's just the \$99 Admin Fee

Use this link:

https://bit.ly/YCMCOURSEREPEAT



A quote from someone who took the course...

66

As a Realtor, I juggle distractions and interruptions daily. The chaos was frustrating, and I was looking for relief when I signed up for this course. The "do it, move it, delete it" method of working my calendar immediately improved production, giving me a sense of accomplishment. Increases in income are directly related to The Formula One strategy too. The more I do this, the better I become. Thank you for teaching me the tools!









Questions About the Course?

Email Me direct: Donna@YourCoachingMatters.com



Don't wait!

Hesitation can cause a lifetime of regret

We rarely regret what we do.

It's what we DON'T do that we regret.

What Terri said:

"I have been selling real estate for over 25 years and constantly struggled with my schedule. Every day in real estate is somewhat different and it can be difficult to take control of the day. **Having** a schedule AND learning it's okay if it changes was a breakthrough for me. I learned that if my "ideal day" didn't materialize it did not mean I had failed. It meant that I was working and could be in control. Thank you!"





Shine. Be glorious. Spirit of mine.

Let your light shine. You are divine.

So, Shine.
Be glorious.
Shine.

I hope you will join me in class this week... and be all you can be.

I do believe in you.

YOU have something to share.

Let me support you in sharing it.

