

21st Century Time Management



MICHAEL ERWIN
Free ebook

This course is free in digital format. If the book has been sent to you or you have downloaded it without making payment it constitutes piracy and is illegal.

No part of this publication may be reproduced or distributed in any form or by any means or stored in a database or retrieval system without the written prior permission of the publishers.

For more information on 21st Century Time Management audio programs, video programs, DIY-Time Coaching and time creation coaching contact us at <mailto:time@time-management-central.net>

Time Creation Press



<http://www.time-management-central.net>
<http://www.timecreationcoaching.com>

Table of Contents

1.	Introduction	4
2.	21st Century Time Management Lessons	7
2.1.	Lesson 1 - Let Go.....	7
2.2.	Lesson 2 - Responsibility.....	10
2.3.	Lesson 3 - Whole-in-One.....	12
2.3.1.	<i>Structure</i>	13
2.3.2.	<i>Capacity</i>	15
2.4.	Personalize.....	18
2.4.1.	<i>Time Perspective</i>	18
2.4.2.	<i>Thinking and Communications Style</i>	20
2.4.3.	<i>Learning Style</i>	22
2.4.4.	<i>Values Clarification</i>	23
2.5.	Lesson 5 - Trust your Instincts.....	25
2.6.	Lesson 6 - Time Management Success.....	27
2.7.	Lesson 7 - Build Your Personal Time Management System.....	30

1.1. Introduction

In my first year of coaching ALL my clients and many other potential clients, complained about not having enough time. I changed my business name to Time Creation and I focused on the niche of helping people create more time.

Everyone I work with finds more time. Some people work 20 hours *less* per week. Some reduce their stress from 9.9/10 to 3/10. Others improve their productivity by 50%.

What was happening in my programs that made so much difference to these people when all the time management tools they tried didn't help? I believe there are three main reasons.

Responsibility

Personalisation

Letting Go

This was the start point for the development of the 21st Century Time Management program.

THE TRADITIONAL TIME MANAGEMENT TECHNIQUES ARE NOT ENOUGH ANY MORE

The time management techniques that are being taught now have essentially based on the same principles for nearly 100 years.

The BIG question to ask is “are these techniques effective today, in the 21st Century?”

A quick way to check on this is to do this short questionnaire.

Do you feel like you are busy and you run out of time?	Yes / No
Does the length of your to-do list make you feel more stressed?	Yes / No
Are the time management systems you have learnt too complicated or time consuming?	Yes / No
Do you feel you can be more time effective but you are not sure how?	Yes / No
Does good time management mean being up-to-date with your tasks?	Yes / No

If you answered YES to 2 or more of these questions then your current time management systems are failing you. Either because you don't use them or because they are ineffective.

A YES answer to the last question means you definitely need a 21st century time management system – you need a new approach with a different mindset. Here is the free version of this system.

Time Management from the Heart *a 21st century time management system*

There are seven principles that form the foundation of the 21st Century Time Management system. These seven principles help you understand and set-up the program. A thorough understanding of the principles will help you to implement the program more effectively.

1. Let Go - You can't get everything done. You need accept this is true
2. Responsibility – take full responsibility for how you spend your time
3. Whole Life - Whole in one
 - a. Structure - Use a structure and your intuition
 - b. Capacity - Know your capacity
4. Personalize - Develop your personal version of the approach
 - a. Style - Recognise your thinking style and adapt your approach to suit your style
 - b. Values - Get clear on your top 5 values and the behaviours that reflect these values
5. Instincts - Trust your instincts
6. Feel Success – success is about how you feel NOT how much you get done
7. Build Your Personal Time Management System

1.2.21st Century Time Management Lessons

1.3. Lesson 1 - Let Go

The first time management principle is to LET GO. **The key** starting point for 21st Century Time Management is to recognise **that there are too many tasks that you could do.**

There are just too many options today. And the main objective of most marketing and sales departments is to get you to want their products or services. Add the options on cable TV, the internet and the “I’m always available” cell phone and you are constantly bombarded with requests or suggestions of things to do.

On top of that there are the social and community expectations that put further time pressure on you to have life balance, time with you partner, your kids, be healthy, re-cycle and reducing greenhouse gas.

There are just too many options. Yes, it would be nice to do all these things. In reality it is unlikely you will be able to do these to the extent you wish to. There is a way you can still feel like you are contributing in areas that are really important to you.

You need to LET GO of the idea that you will GET EVERYTHING DONE.

Let Go of the idea that you can catch-up and get on top of all the tasks you would like to do. It is not going to happen. The future of time management is about accepting that you will not get to complete all the tasks you would really like to do.

Time management in today’s modern world, is about *doing what is most important and what helps you feel good* and **being OK that the other tasks do not get done.**

21st Century Time Management is all about helping you do this – to do what is most important, to do what makes you happy and to be OK with not getting everything done.

So, how do you let go?

Letting go starts with literally having the insight that what I am saying here is true. Do you hear the little voice in your head saying “Yeah, I get this. That’s right – there is too much to do. There has to be a better way.”

Once you accept that this concept is true – that there are too many options and tasks to do to get everything done and “catch-up”, then you need to start managing your reaction to *NOT doing tasks*.

How will you make sure that you Let Go and be OK with NOT getting things done?

First, get clear on how you have felt over the last 6-12 months when you see incomplete tasks on your to-do list or you remember tasks that you have not done.

When I know there are tasks that I have not done I feel:

Now break this down further. Think about not doing a **really, really important** task that was **critical** for your work, your goals or your closest relationships.

What was the **really, really important**, how did you feel when you remembered it wasn’t done and what were the consequences.

Next, think about not doing one of the many tasks on your to-do list. How did you feel when this task wasn’t done and what were the consequences.

What do you notice?

Most people that go through this activity realise that there is a **big** difference in the consequences. There is a difference in how they feel, though often not as big as the difference in the consequences.

This helps you to *re-calibrate* your response to not getting tasks done. In fact every hour of everyday you are *not* getting things done, and you are surviving OK. It is only when you are reminded of these tasks that your emotional response kicks in.

Write down three main ways that you will keep yourself on track with Letting Go:

1. _____
2. _____
3. _____

Do the [Letting Go Assessment](#). The [FULL Time Management from the Heart program](#) has a Letting Go questionnaire. Your Letting Go profile will help you decide on the best approach to letting go.

More examples of [strategies to let go](#). The [FULL Time Management from the Heart program](#) has examples of the strategies others have used to Let Go. <http://www.time-management-central.net/time-management-system.html>

1.4. Lesson 2 - Responsibility

To create any change in your life you must first take FULL RESPONSIBILITY. **You are responsible for how you spend your time.** The 21st Century Time Management system can help you manage your time much better and reduce your stress, but the system can't do anything on it's own. YOU must take responsibility for making the system work.

Time management is much more about choices and decisions than to do lists and appointments.

At times taking responsibility can be very hard to accept. Situations, circumstances, other people (perhaps your boss or partner) seem to do things that cause you to run out of time or feel stressed. You can sit back and think "if they just left me alone I'd be able to manage my time well."

There are always choices. **Taking responsibility means you take the viewpoint that you have choices in all situations.**

Denying you are responsible means you look for reasons things do not go your way. You blame others people or the circumstances . I am not saying these things are not there. It does you no good to focus on those things, because you can't do anything about them. What you need to see is how **you contributed** to the outcome and what **you** could do differently.

Try this activity now:

Think of a recent situation where you had to work hard to finish something at the last minute (or you ran out of time before you got it done).

Write a briefly description of the situation.

List at least 5 of the reasons why you did not get this task done earlier:

NOW list at least 5 things **you could have done** to get the task done earlier:

See examples from our clients in the [full 21st Century Time Management system](#):

How will you make sure that you continue to take responsibility?

Write down three main ways that you will keep yourself on track with **being responsible**:

1. _____

2. _____

Thank You for previewing this eBook

You can read the full version of this eBook in different formats:

- HTML (Free /Available to everyone)
- PDF / TXT (Available to V.I.P. members. Free Standard members can access up to 5 PDF/TXT eBooks per month each month)
- Epub & Mobipocket (Exclusive to V.I.P. members)

To download this full book, simply select the format you desire below

