

Track Your Tasks

Instructions: For the next three to five days, record your business activities. At the end of the day, go back and note whether the activity was A (administrative/technical), M (managerial) or E (entrepreneurial). At the end of the exercise, mark whether the activity could have been deleted (X), delegated (D), systematized (S) or automated (A).

Remember that you are looking to replace activities that aren't valued at your hourly rate so that you can work on activities that are worth your hourly rate.

Time	Activity	Type of Activity	Possible Disposition
8:00 am			
8:30 am			
9:00 am			
9:30 am			
10:00 am			
10:30 am			
11:00 am			
11:30 am			
12 noon			
12:30 pm			
1:00 pm			
1:30 pm			
2:00 pm			
2:30 pm			
3:00 pm			
3:30 pm			
4:00 pm			
4:30 pm			
5:00 pm			
5:30 pm			

Time Mastery Resources Mentioned During Call

No BS Time Management for Entrepreneurs, Dan Kennedy

Four-Hour Work Week, Tim Ferris

Getting Things Done, David Allen

The 7 Habits of Highly Effective People, Stephen Covey

Your Best Year Yet, Jinny Ditzler

Quotes From the Call

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."

H. Jackson Brown

"The bad news is time flies. The good news is you're the pilot."

Michael Altshuler

"Never let yesterday use up today."

Richard H. Nelson