

YOU MANAGING YOU

UNLOCK YOU

Lived, learned and written by —

ROBBIN McCOOL

I am

Very grateful to an incredible woman who has supported my “out of the norm” attitude for many decades. Her strength and love power’s my life. Thank you Aramina.

To a man who put up with me for many years and taught me that my subject of the hour may be spot on but my method of delivery was not always in tune. He helped me understand many things I did not understand and for that I am eternally thankful to Jim.

Thanks to family and friends for their support and conversation on this You Managing You project.

Special respect and thanks to Rick who encouraged me so many times and in so many ways through his entire life and mine.

To Wes and his edit-ability. Without his flexibility and talents, this book would not be here today.

And to Dawn, for holding my hand through this process and creating this amazing non-traditional format. Thank You.

Thank you for considering what you can do to manage you to where you wish to go.

—**ROBBIN McCool**

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**Accepting
responsibility for
the choices you
make will
automatically
elevate you to a
new level of
consciousness.**

This book is **not about** the psychology of you. It does not delve deep into your inner headspace. It does not consider what your parents, siblings, or friends may have done to screw you up or hold you back. You should be responsible for you. **Are you?** This document flow is focused on specific action steps needed to transform your time into completed goals. This is not a 30,000-foot-high airplane view with a 300 miles-per-hour review of how to be a better you or other theoretical BS (belief system) about you. I'm not here to explain the "why" - I'm here to work with the "who" and the "who" is You. You either are or you are not managing you and accomplishing your goals.

The theoretical parts of you would be way over my ability to discuss in any type of detail. This document explains and examples over and over and over some of the many techniques in several formats to help you manage you. This stuff works **for** you if you work **on** you.

Take responsibility for your actions. Those you set as goals prior to, during, or after reading this book. You will acquire more knowledge on how to help you manage you..

You have chosen the current you. If you are happy with the current you, congratulations. Now go out and help others to achieve their goals. But if you're not happy not getting things done, keep reading!

There are things you can do. You can choose to do more of what you desire. You can accomplish more!

- ▶ **You Can Choose to Increase Your Income**
- ▶ **You Can Choose to Stabilize Your Relationships**
- ▶ **You Can Choose to Help Your Family & Friends**

YOU CAN CHOOSE TO MANAGE YOU

Help others while you enjoy life's daily ride.

As all airlines tell you before every flight, you should always fit your own mask on before helping others requiring assistance. The reasoning? You have to help yourself before you can help anyone else.

Hello, my name is Robbin.

There was a time when:

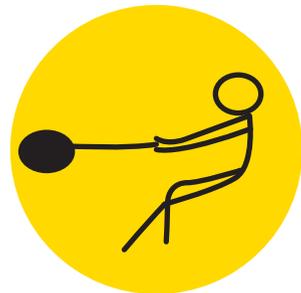
- ▶ I did not know as much as I thought I did.
- ▶ I learned to learn more as time passed.
- ▶ The more I learned, the more I accomplished.

Now, I know for sure, you do not have to be really smart or brilliant to achieve your goals, you just have to work harder than average people. The US income statistics say about 70% of US households live paycheck to paycheck. **Seven** out of **ten** is average.

YOU CAN FOCUS ON YOU IF YOU DO, YOU CAN GET RESULTS

If you continue to focus on you, you **will** get more results. What are some of the things you think you should be focused on to help you feel better about you?

**You Can Focus On You
You Can Manage You**



YOU CAN GET YOU MORE RESULTS

You Can • You Can • You Can

To You: I do believe you can outsmart you. I think I'm making progress on outsmarting me. It took **a while**, it seems I was deeply rooted in doing the wrong things and a few of the right things but at the wrong time. I'm happy now to be a person that does get things done. I hope to continue to extend that reputation for accomplishing my goals and at the same time be paid well for my accomplishments.

I messed up and screwed up more opportunity than one person should be allowed to have a chance at. I leveled out after realizing I was the problem and nothing, or no one else other than me, could fix me. I started **aplying** what I was reading and what I was hearing about on how to be a better me and get things done. The more I applied what the "experts" in blogs, webinars, and seminars were preaching, the more I saw results. It worked for me. I am currently sane, stable, secure, and enjoying each day.

The books and seminar experts were right. Each year my income grew as I began to recognize the patterns of the few dozen self-help books I'd explored deeply in this decade-long reading journey. It was like buying a car - I had rarely noticed one like that before buying that model/color, and then I began to see them all of the time. The "successful" people all around me were all doing about the same basic day-to-day things and they were progressing nicely compared to me. They were doing exactly what all of the experts were saying. **Their seemingly boring patterns had much greater value than I recognized.**

The combined knowledge shared within this document is practiced globally by millions who live comfortably. The information has value and has helped those who followed it to accomplish big and small personal goals and gain significant income. It has helped a lot of people over the decades because **it just works.**

You Managing You can help you focus on you and achieve your goals.



ROBBIN

Always at robbin@youmanagingyou.com

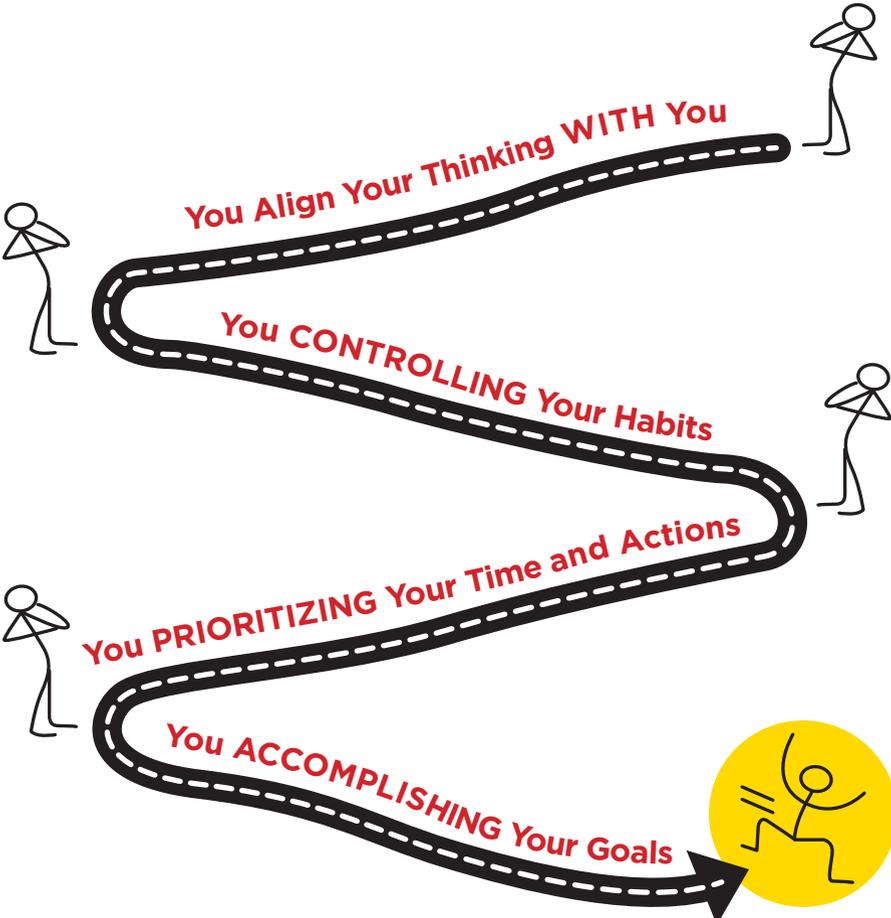
You can work alone or you can manage your best resource.

YOU



Follow the most logical path for you after thinking about the most logical path for you.

YOU Managing YOU



SINGLE FOCUS OF THIS BOOK REMINDER:

- ▶ You must direct you as you would another.
- ▶ You must look at you as you would another.
- ▶ You must manage you as you would another.

YOU HAVE SPECIFIC POINTS OF VALUE- YOU CAN USE TO ADVANCE YOU.

You do have resources available to you. Resources, which are used by many, who earn and/or accomplish the most. Use them or lose them. Use the opportunity like they did or lose the chance of not changing where you are now.



- ▶ **TIME**
- ▶ **HABITS**
- ▶ **ACTION**
- ▶ **PRIORITIES**
- ▶ **CONFIDENCE**

As mentioned, the US average income earner lives paycheck to paycheck, yet has some of the same resources available as those who have significant income. Every person regardless of income has these same specific points of value available to her or him. Manage your points of value to serve your mission.

ABOUT THIS BOOK: It is **NOT** a “book” book. It is a “you” note book. It is full of notes that all point to the same you. There are many areas to write in so you can make notes about you managing you.



This book repeats points that should be repeated due to extreme value of the point.

This repetition is not because I think you’re slow catching on. It’s because I hope you’re no longer going where you have already been.

In the beginning, **DO NOT** attempt to apply technology toys to what you learn from this book. It does not work! After you can do various to-do lists and fill out other forms about you in this book, written out by hand, then you can apply that to your cell, laptop, or whatever else you have connected to your brain at that time. It may take weeks, months, or more, but learn it before you burn it to your cloud. Then start using the technology you enjoy to accomplish your task. Keep the master plan handwritten on your notepad for a while, or forever. Prove to yourself that this technique works for you!

Your ability to accept the obvious is required. The obvious is often found to be more acceptable once you have let down your resistance and let you really manage you. The facts about you may not be as you see them right now, but we can put all of that to the side for the moment.

Your thoughts really only matter to the only one that really counts. You. Take others’ negative opinions out of your mind!

“I will not let anyone walk through my mind with their dirty feet.”

— MAHATMA GANDHI

CIRCLE **YOUR ANSWERS**

Your mood right now? **Good** **Not So Good** **Bad**

Your attitude right now? **Positive** **Neutral** **Negative**

What is “long-term” for you right now? **6 Months** **2 Years** **5 Years**

QUESTIONS, ANSWERS **THOUGHTS & NOTES**

Please pen, pencil, or crayon the real answers.
It is just you here now. Be honest with yourself.

▶ *Are you ready to accomplish more of your goals?* **Yes** **No**

▶ *Do you have goals in mind you would like to accomplish?* **Yes** **No**

▶ *Are you prepared to take the steps to succeed?* **Yes** **No**

From this point forward you should always be aware of your mood. Forever and always know that your mood controls you.

***“If you do not change direction,
you may end up where you are heading.”***

— LAO TZU

YOU MANAGING YOU

CHANGES EVERYTHING FOR YOU

**This is all
about you.**



**Focus on
you and you.**

Thinking/Reading Flow

While thinking your way through this book, recognize that areas of this book are also areas of your life.

- **Warming Up Your Brain Right Now - Page 16**
- **Section 1: Consider Within You Page 17**
- **Section 2: Your Time Page 71**
- **Section 3: Your Habits Page 97**
- **Section 4: Your Actions Page 125**
- **Section 5: Your Priorities Page 141**
- **Section 6: Your Confidence Page 157**
- **Section 7: Your Decision Page 172**

Different to-do, task, and organizational list formats of all types are spread throughout this book for you to copy and reformat for your best you.

★IMPORTANT★ BOOK COPYRIGHT QUESTION

Can you copy parts of this book to help yourself?



YES is the answer. Please Do.

YOU SHOULD COPY PARTS OF THIS BOOK. Once you're ready, start thinking about you in a more focused way. Copy any area in this book; re-arrange it, to make it work better for you.

Set up all of your lists to focus on your goals. Use whatever pen color and paper color you like and the right size file folder or notebook you like. Set up a system that **you** like, one that you are comfortable with to manage you.

Are you a **fact-based decision** person?



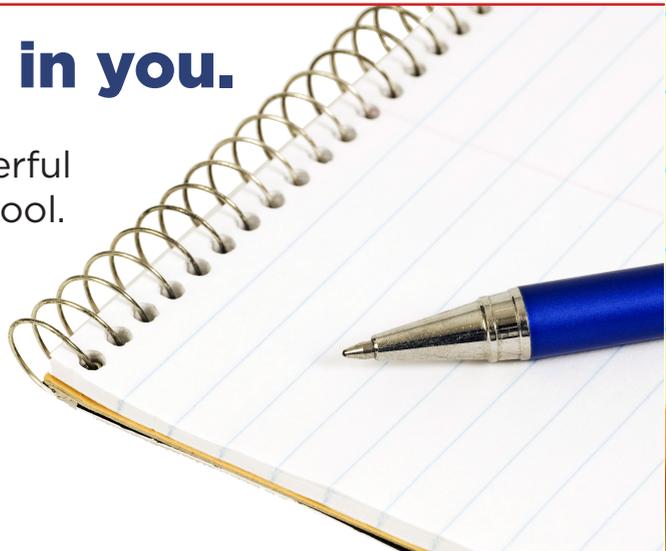
FACT Those who list more earn more.

FACT Those who think with focus learn more.

Invest your time in writing down the things that are important to you.

Invest time in you.

A notepad is a powerful
You Managing You tool.



Please...

Write in this book, take notes.

This book contains blank pre-formatted note pages to help focus your thoughts. Use the information to make good decisions about getting to your goals. Some pages are basic note pages for that chapter, and some are mind-tickling pages for you to work through that can be used to support your life.

There are blank formats spread throughout this book for you to copy and use like they are or change the format to best fit your world. Take these suggestions and shape them toward your goals!

Document you. Prioritize you. List you. Manage you.

Critically Important Investment Opportunity

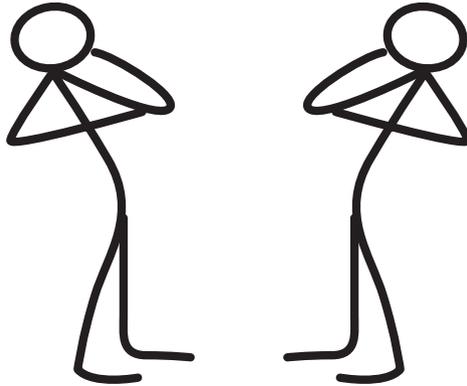


Invest a Buck on You

Low Cost Power You-Tool:
The Original Think Pad.

▶ ***Are You Listening To You?***

▶ ***Are You Influencing You?***



Let's go hang out and...

*Are you following your self-stated
direction toward your goals or
your feel-good emotion towards fun?*

PRACTICE **DATA-BASED DECISIONS**

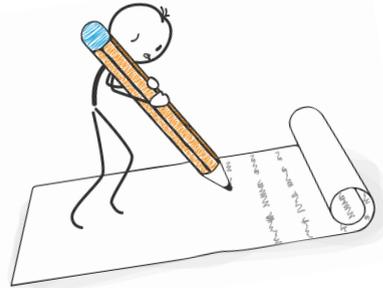
Avoid emotional decisions, or even worse, any impulsive emotional decisions. Slow down a little and think about what is best for you mid- and long-term, well beyond the next hours, today, or this week.

Your Think Pad

I'm referring to paper, pad and pen, pencil or crayon and not an electronic instrument trademarked and marketed as a think pad. 😊

Listing is the new thing for you from now on.

- List** Personal Goals
- List** Personal Tasks
- List** Career Goals
- List** Career Tasks
- List** To-Do Lists



You Listing You Dramatically Increases You

As you consider your listing options, visualize yourself within your goal.

Visualization has been used by many highly successful people for decades. Advancements in neuroscience have confirmed that the brain and body react powerfully to what you visualize.

Visualize you talking to you. Visualize you sitting next to you. Visualize you. Go to a mirror or a straight eye-to-eye pic and look into your own eyes. Deeply. Focus intently. Picture yourself succeeding.

“Do the next right thing every day.”

— COACH BEILEIN, MICHIGAN WOLVERINES

Where you are thinking:

Left Brain

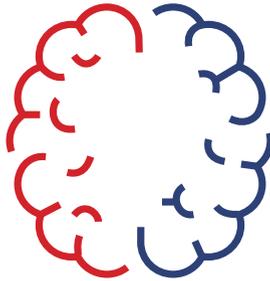
Single Answer

Focused

Logical

Probability

Inward



Right Brain

Answers

Emotional

Imaginative

Intuitive

Outward

Critical Thinking:

The term “critical thinking” is often confused as thinking in a certain way, being critical. It is not. Critical thinking means thinking based on facts instead of emotion. Critical thinking could have also been called emotionless thinking. The more critical thinking you do -

without emotion

- the better off you are in almost every case.

Consider:

**You are here reading this book for a reason
Keep that reason in mind!**

You are experiencing what you have chosen to experience and that will continue until you change your **habits, actions, and priorities**.

I'm not saying you are going the wrong way. I'm implying you are leading yourself the wrong way **if** you are not going where you want to go. You can direct yourself to go wherever you wish to go. Millions of others do, minute by minute, day after day.

The leading cause of goal failure is the decision to fail. Deciding not to try harder is actually deciding to fail. The best way to complete your goals is for you to decide to complete your goals.

You are somewhat complex. Is your problem that your productivity habits have not kept up with your ever-changing and complex life or lifestyle?

▶ ***Mentally checked out at times?***

▶ ***Lay awake and worry about things?***

▶ ***Always busy doing the same thing, again?***

Triple second-guessing, anxiety, stress, insomnia, and lack of energy are all significant factors you can control with you managing your time, habits, action, and priorities. These minute-by-minute decision points will help guide you to where you want to go and not dwell on where you have been.

Most managers consider the top 10% capable employees to be two or three times more valuable than the average group of average employees. Those employees with high productivity enjoy lower stress and are perceived to have greater value.

Think, act, and always continue toward your goals with mission, with purpose and intention.

Income Increasing Formula

- Increase your control
- That will increase your value
- And you will increase your income



Start now by increasing your control. Control your time, your habits, your actions, and your priorities, minute-by-minute, every minute you are awake.

Can I? **Yes**

When Can I? **Now**

Can I Wait Until? **Yes**

What If I Wait Until? **Same as Now**

- ▶ ***Do I?***
- ▶ ***Should I?***
- ▶ ***What if I?***
- ▶ ***Maybe I?***

**WHAT
ARE YOU
WAITING
FOR?**

SECTION 1:

Considering What Is Within You

**“You got problems?
You got solutions.
It’s a you thing.”**

— E. ARAMINA

Which way do I go? What do I focus on?

Focus requires clarity.

Your goals are within your reach. Some are short, easily attainable, and can be done before you finish reading this book. Other goals are larger. You may think some goals are larger than your abilities; however, I doubt that. Some goals can take a lot of time and only have few resources; other goals with enormous resources can be done in a little time. You have resources. Your goals come in all sizes and shapes and some change day to day. That's a good thing, or a bad thing, depending on how flexible you are.

Let's begin by you looking farther Within You.

**Reach within yourself and find your
ability to be more aware of you.**

Set the hundreds of thoughts and desires you have aside and think about you being able to be more aware. More aware of you. More aware of your resources. More aware of your decisions before you make them.

Stop and think about clearing your mind and focusing on a specific subject. Focus intently for several minutes and not just a passing thought. Can you really focus on "it"?

Got “it”?

Got the ability in your mind that you can be more aware of one thing at a time, intensely?

Like many other things in life, thinking you can do “it” and actually doing “it” are not the same. Without a clear mind to consider what if, what if not, and what’s next, you are not able to focus on you. Focus requires clarity and that clarity can **ONLY** be achieved by you being aware of yourself.

“A problem cannot be solved at the same level of consciousness in which it occurs.”

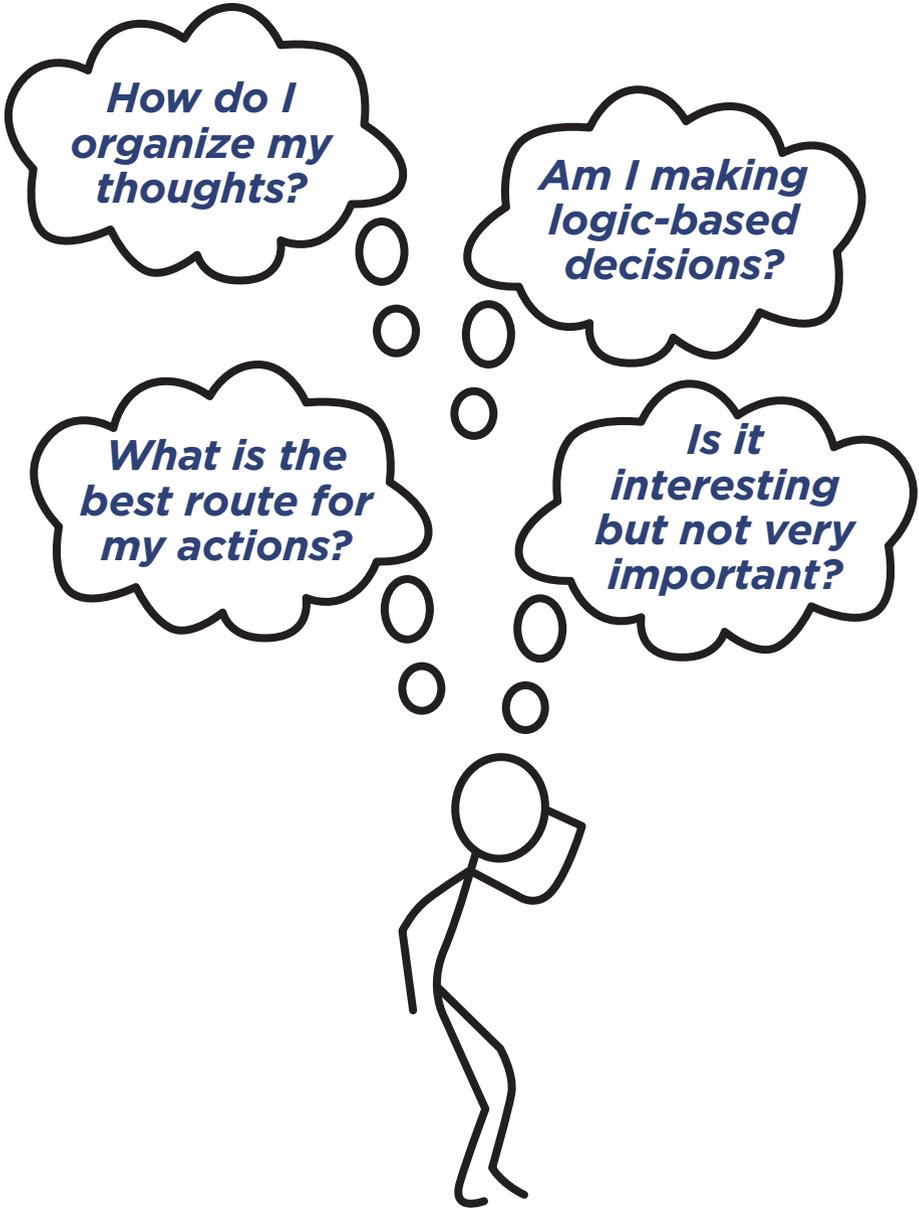
— ALBERT EINSTEIN

Focus your mind on these 2 questions:

- ▶ *What kind of future do I see for myself?*
- ▶ *How do I accomplish my goals to get there?*

“If you’re reading this, you’re looking for some type of hope. Hope is a good thing, maybe one of the best things.”

— FROM “THE SHAWSHANK REDEMPTION” 1994 MOVIE



***How do I
organize my
thoughts?***

***Am I making
logic-based
decisions?***

***What is the
best route for
my actions?***

***Is it
interesting
but not very
important?***

▶ ***Do you know what your goals are?***

▶ ***Do you know what you are thinking about?***

Focused thinking can be learned. If you focus on ANY goal you can get closer to that goal.

Be the best...

Do not be the one that spent less time thinking about the tasks and goals at hand.

Not pushing you will only get you to where you have already been!

Say to yourself: “You might be smarter than me but you will not out think me. You will not outplan me. I have a goal, task and rationale behind all of it. I will succeed in my quest.”

Repeat this often to the person in the mirror.

You can get where you want to go.

- ☑ **Stay proactive regarding all of your goals.**
- ☑ **Know where it is you want to go.**
- ☑ **Plan a route just like taking a drive.**

Doing all of these things is one way to be more aware of you. When you continually think about where you are going or what it is you need to get done, you will do a better job at any task.

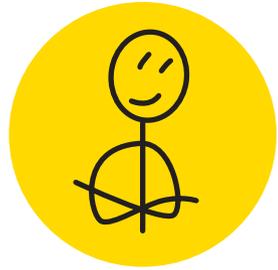
Thinking gets better results.

Think about you being mindful. Be more aware of **everything** and how it affects you and your goals.

mind•ful•ness
mīn(d)f(ə)lnəs/
noun: **mindfulness**

I'm Aware of Me.

- I know I need to manage me.
- I have time & habits to control.



I will take the right actions at the right time with confidence because I am focused with my thought.

Consider Your Types of Thinking

Understanding

- Categorizing
- Recalling
- Summarizing
- Symbolizing

Manipulating

- Analyzing
- Applying
- Deducing
- Inducing
- Solving

Generating

- Brainstorming
- Evaluating
- Predicting
- Questioning

**Sometimes it's okay to
focus on nothing at all.**



MINDFULNESS: The Ultimate Focus

Your mindfulness...

1. the quality or state of being conscious or aware of something. One example is “their mindfulness of time and tools here make the job smoother.”
2. a mental state achieved by focusing one’s awareness on the present moment, while calmly acknowledging and accepting one’s feelings, thoughts, and bodily sensations often used as a therapeutic technique.

Let’s focus on you thinking. No one else can do that for you.

Think about studying yourself in a new way. In addition to your current thoughts, learn how to observe & react to things in a different way than you’re doing now. Do not think about or do things in just one specific way!

You **are not broken**. You do not need to be fixed. You may wish to achieve things you have not achieved. You already know that higher achievement - more than likely - requires some degree of change in you. You know you have to break “the you pattern” to make any degree of change in managing you differently.

**Your initial serious,
stop and think question:**

Can you commit to managing you?



Once you get out of your way, you are one step closer to your goals. Look at yourself as a project to manage. Stand back and look at yourself as another you.

A true desire to achieve a goal is different than a momentary stroke of genius, unrealistic dream, or occasional fantasy. Regardless of the past, your future holds opportunity for you. You have the ability to achieve your goals, if they are realistic and you set a path toward them in a realistic way. That starts with you taking control of you and possibly taking that control away from others around you. Your family, your friends, and your co-workers do not intend to slow you down, but they might. The reality is you are the only person who can continually drive you toward your goals. Others can suggest, but only you can manage you.

Break this up into two parts.

What you want and what you need.

What I Think I Want

- Boat
- Car
- Jet Ski

What I Know I Need

- Time
- Money
- Resources



*Can you think forward about your goals?
What can **you** do to help yourself
achieve them?*

You are in control of you.

No one else controls you unless you allow another person to do so. If you're not in control, then who is? Who dictates your time, your habits, your actions, your priorities, and your confidence?

Get serious about you being involved in you.

Make the decisions you need to that will take you to
your desired destination.

Is there something in the way of you making
decisions for You?

Write Areas of Continuing Issues

***Do you really want what
you think you really want?***

Let's get on with You!

Invest in getting yourself ready to accept this information beginning now, disregard past issues and focus only on your realistic goals. **Goals can be of any size and shape that are important to you.** Some goals are formed in your mind and completed during your normal daily activity. Getting those day-to-day and week-to-week things done is accomplishing some of your goals. **Take care of you.**

Any size goal that is important to you and you want to get done can be a realistic goal as long as you have really thought it through. We will explore more about discerning a goal from just a feel-good thought or elaborate desire that you have mistakenly labeled as a goal.

Learn to think forward toward your goals. What are the **next steps** you should be taking to accomplish your goals? That should be most of your headspace unless you're trying to button your pants or tie your shoes. Bill Gates once said: "We always overestimate the change that will occur in the next two years and underestimate the change that will occur in the next ten." Neuroscience data shows we have about 35-50 thoughts per minute. My experience has taught me that you can control most of the thoughts you're having.

Focus your ongoing minute-by-minute thoughts specifically on your listed goals.



Over and over and over and over.

FOCUS
on YOU today

ENJOY
YOU tomorrow

Your Day

- **15 Hours = 900 Minutes**
- **15 Minutes = 1.6% of Your Day**

If you focus on you for 15 minutes a day – assuming you're awake 15 hours that day – you will have used 1.6% of your day.

**Seems like a good investment.
Just 1.6% of each day can help you change.**

Starting right now, start thinking about things on your task and to-do list. Those lists should drive almost everything and almost every decision for you. They will get you to where you want to go!

Learn to take a few minutes each day and change your world. Read part of this book each day and apply it to your life, and over the course of time you will see a huge change in you. Follow the suggested and apply it to what works best for you, then enjoy what you have accomplished for yourself and enjoy having more ability to support others.

Clear your head. Insert pen and pad in hand.

Sit – Think

No phone.

No laptop.

No noise.



**You and Your
Think Pad**

Just You & You

Top Tips for a Better You

- ☑ Rise early—
read, write, think
- ☑ Take time to be mindful
- ☑ Drink water—hydrate
- ☑ Eat right—healthy foods
- ☑ Exercise—go for a walk
- ☑ Work at relationships
- ☑ Help others

You will need some you-space to think through you. Find that place you can settle your mind including your emotions and your desires. You will become more aware of the present important task – you will be more conscious of the to-do's that you will be listing when you are focused on you.

Take a few minutes to settle down. Breathe in and out deeply. Gain a rhythm of inhaling and exhaling comfortably, not trying to control your breath. The breathing rhythm you find for yourself will relax you once you allow that rhythm to do so.

Get calm, be relaxed, and think about things that matter to your goals.

These two steps will help you better focus on your next steps:

- 1. Focus your brain on your goals.**
- 2. Focus your thoughts on your tasks toward your goals.**

You are not alone. There are many other people who are not getting what they could be enjoying and many who are getting results. More focused effort will achieve more focused results.

- Those who can, do.**
- Those who are not sure, can learn.**
- Those who can learn, can do.**

Build a You Plan

- ▶ **You Have Choices Ahead Of You**
- ▶ **Think About Your Goals
Think About Your Resources**
- ▶ **Think About The Direction
You Need To Take For You**

In a seminar in 2013, Steve Siebold said, “Mental toughness means taking control of your thoughts, feelings, and attitudes. Especially under pressure.” I do not think he could have said it any better.

I believe:

You can train your brain.

Consider your point of focus and write it on one line in your Think Pad. Focus on the line you create and think about the next steps needed to accomplish that task. Write down your notes in one area and your tasks in another. Write neatly - no chicken scratch!

Focused thinking is a talent that can be learned. Being focused is an extremely valuable tool for you to manage you. Focus on a subject, goal, task, problem, issue, or opportunity, and think about all aspects of your involvement on that point and why. You will experience greater results for you. You do not need to completely overhaul yourself. You can change your world by doing some surprisingly simple things. Minute by minute, focus on your list. Work the task list mentally for opportunities you can accomplish.

Forget self-improvement - think you management. Be bullish about your time, all of the time. Keep you in mind when you are deciding anything/everything. It is not being selfish - it is being smart! Always consider the fact that the more you help yourself, the more you can help others around you.

You **do** have more time to think more deeply about you and your goals - **if** you use less time thinking about things that will not help you achieve your goals.

Casual thought is great, but mindless wasting of time is slowing you from accomplishing and enjoying your goals. With a little practice, you can use your time to develop better habits, leading to better actions, getting better results for you. Moving you toward your goals!

Trade TV for YouTube videos on your goal subjects.

Trade FM radio for podcasts about your goals.

Trade social media for articles about your growth.

Develop the skill of You Focusing on You

Creative

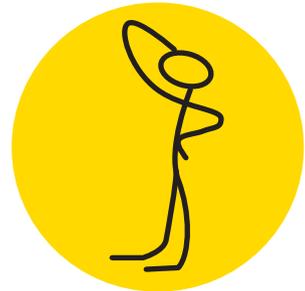
- Explore ideas that please you
- Look for positive outcomes
- Apply your imagination

Evaluate

- Develop your needs
- Evaluate all information available
- Have confidence in your judgment

Inquiry

- Predict
- Anticipate
- Relevant questions
- Conclusions and improvements



Divergent Thinking:

To think “creatively” with as many possible answers as you can come up with. Allow time for thoughts to incubate. Walk away from indecision and return when you have a clear mind. The term “metacognition” means for you to think about your own problem-solving strategy.

We all know it can be a challenge to stay focused on your goals. You can always get back into focus when you lose sight of your goals and your thoughts drift. Be resilient with your thinking!

re-sil-i-ence is a noun:
the ability of a substance or object to
spring back into shape; elasticity.

Be resilient. Go back to what works for you every day. As your mind drifts, think yourself back on track. Think about what you are doing and why you are doing it, all of the time.

Find meaning in things that happen.
Learn new things as often as you can.

Don't dwell on the past. The past is written, your future is up to you and is based on the decisions you make now and moving ahead into your future. Develop the ability for you to think in the present and in the future so you can be doing the things you need to do, so you may continue moving forward towards your goals.

Finding you time in a stressed-out world is a matter of you thinking differently about your value to yourself.

Thinking differently
can be learned.

Thinking is not difficult and it does
burn a few calories.



Think is a verb, meaning to direct one's mind toward someone or something; use one's mind actively to form connected ideas. Take time – make time – for you. Start with a simple 15-minute session to focus on you. Sit in a relaxed position without TV or music, noise, or other distractions. Relax your body and allow your mind to rest for a few moments. Then begin thinking about **ONE** of your goals and the task needed to get to that goal. Only one goal. Think about the specific things that you need to do to accomplish that specific goal. What tasks would need to be accomplished and in what order would you need to do them? Put the things you need to do on your to-do or task list. This is where your thinking might drift, and you realize you have more to-do items to put on your to-do list. List them. As time goes by, you will get better at listing less details and listing more substance – but you must list now to be able to list better going forward.

Personal Responsibility

Got hard head?

Are you ready to realize you are the reason you are not getting all that you want? Ready to accept that the unknown lies between you and your goals? Ready to make adjustments to your minute-by-minute thinking so you change your day-to-day world?

Got Goals?

- ▶ **Got** *desire to achieve goals?*
- ▶ **Got** *ability to achieve goals?*
- ▶ **Got** *time to achieve goals?*



Being happy is a goal.

Family time is a goal, career advancement is a goal, taking care of your body is a goal. We all live for our own goals! Putting your daily/ weekly goals into priority for you from now on is another goal. Complete a priority plan for your time. See how much time will be available to achieve other goals.

- ☑ You **must** manage you to get the results you desire.
- ☑ You are the reason you may think you do not have enough time.
- ☑ You are the reason you are not taking the right actions.



REPEATED POINT:

Proven Steps To Increase Income

1. Increase your control
2. That will increase your value
3. And you will increase your income



You managing you will dramatically increase your success rate, and I'm not talking about this book. I'm talking about you managing you. Use this book and get focused on you. Get deeply involved in each of the five areas of your life you need to manage. We are going to discuss and explore ways through each area together to help you understand how to get to your goals.

“You earn what you learn.”
Said by many, proven by millions.

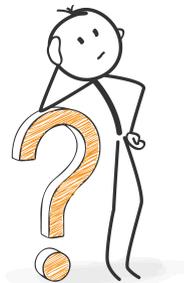
The you managing you process can significantly increase your productivity if you do the work and manage the skills that you already have. If you will get into a rhythm and do the things you are reviewing, results will occur. Small at first and then you will be accomplishing more and more of your goals. Realize **YOU** are the only limiting factor.

!!! Hey You !!!

WHY ARE YOU READING THIS?

Have you tried and tried but just **cannot** seem to get done what needs done for you to achieve your goals?

Have you tried one of the dozens of self-help and productivity apps for your computer or phone? Are you confused about what goals are, **or just confused about how to achieve your goals?**



Honest Question Time

Have you really tried for more than a few days or a few weeks to change things for yourself?

I mean, **really** change you? Get **serious** about you! You Managing You is the way for you to take the necessary steps toward achieving your goals.

Focus on you, not what some app is telling you to do. Learn to use the digital toys and apps to manage yourself **after** you learn how to manage yourself minute by minute with pen and paper.

Do the things you can to accomplish the goals you have. Previous generations called it “achieving your full potential.” We all know more about potential now than previous generations.

You have resources previous generations never knew of and some current cultures only dream about. If you are reading this book, you have access to more information than almost half of the world’s population. Take advantage of it!

- ☑ Quickly learn & grow
- ☑ Thrive long-term
- ☑ Prosper forever

Invest Your Time In You.

**Read this book, read other books.
Adjust your habits & reap the rewards.**

You Can

Handle yourself better.

Enjoy yourself more.

- ▶ **Increase your control**
- ▶ **Increase your value**
- ▶ **Increase you**

You Managing You

LEARN IT - LIVE IT

Balance You

Look Around – How many people do you see that are doing what you wish you could do?

You can do what those people are doing. You can learn from them.

... “What will happen in all other days that ever come can depend on what you do today”...

– ERNEST HEMINGWAY

Be proactive and you can get more you results

You are one out of billions of people. You can learn from others and take advantage of their knowledge. All of the people who are managing themselves and achieving goals “did it” by learning from others who were “doing it.” Millions and millions of people have doubled or tripled their income and accomplished huge goals for themselves. How? By managing themselves **carefully** to accomplish their goals!

Can You?
You Can.

Why not copy by doing what others suggest?

It's not wrong – it's smart. Many successful people will tell you how they accomplished major goals. All you have to do is ask!

Most if not all of them will tell you that getting things done always comes back to self-management in some way, shape, or form. You Managing You is one key to accomplishing your goals.

Do you manage you?

You can and if you do you will get results.

Apply what you are reading within this book to your day-to-day, week-to-week, and month-to-month life, and you will be managing you. You will accomplish more.

You will see a difference in you.

What differences do you think you should see in you to be able to accomplish your goals?

You must able to see into yourself to be able to accomplish some of your goals.

Seriously – *how is your time management?*

Pick only one.

- I control my time.
- My time controls me.
- Others control my time.

Sharpen You: Time management is not just for companies to practice.

Are you focused on your goals?

- ▶ *Are you getting where you are going?*
- ▶ *Are you going where you have already been?*
- ▶ *Are you using all of your available resources?*
- ▶ *Are you using available tools to achieve your goals?*

GOAL = the result or achievement toward which effort is directed; aim; end.

A New Goal For You: Open your mind to you, the third person in this conversation. I'm here with you and we are talking about you as the third person. Think about you managing the other you. That is, the you that you do not have control over now.

You should ask yourself about every goal you're considering; is it a reasonable goal? Is this a goal that would benefit you in some way? Is this an achievable goal? Will it affect others around you? Do you really want to open up your mind?

Possible? Achievable? Risky?

Alter your world. Any given goal may be a huge thing for you. Or it might be just a little goal that no one else knows about. Your goals are one of the reasons you wake up each day. Regardless of your goal, you have the ability to achieve any goal you have. Whatever the goal, whether its career change, relationship adjustment, better health, or simply drinking more water, You Managing You will help you make better decisions and get better results.

You Can

Control your area of focus to be focused on your goals, including smaller daily goals and larger longer-term goals.

Your focus on your goals can help you help yourself. Read and learn about your goals, learn about your goals, live day-to-day managing your task toward your goals, and prosper because you are in control of you. Focusing has been written about in hundreds of self-help books, embedded in many self-help speeches, and has been proven to work by millions who are worth millions.

Focus you on your time, your habits, your actions, your priorities, and your confidence.

Focus on you managing your focus. You have many values. Many of your values are probably admirable and you should maintain them and be proud to do so. Make these 5 values real points of focus for you. Burn them into your brain. These **top focus points** will support you to accomplish anything and everything you desire. These values can also control your mind minute-by-minute from hereon, rather than your mind controlling you with old thoughts and habits.

Right here & now can
be the time and place

For You to start
managing You



If you have the drive then drive.

Don't let others drive you unless you want them to drive you in proper and challenging ways.

Servicing and enjoying your family, your employer, and other relationship needs does not stop you from accomplishing your goals. Wasting time with other things is stopping you from focusing, and as a result, you are not accomplishing more of your goals. Get serious about doubling or tripling your yearly income. You are the only one stopping you from accomplishing your goals. It is a wide-open lined track filled with opportunity for you and you can drive as erratically without direction or as fast and with a specific purpose as you desire. You are your biggest obstacle and you are your greatest resource.

Tasks toward Goals = Results

Having the right talents to drive faster and farther than the average person is learnable. You can learn how to manage yourself, **take time to change your habits**, and by doing so you can also change anything and everything else you want to change.

KEY YOU POINT: Keeping up with you is no easy task. You have proven that. Burn the concept of you managing you into your brain NOW and work it like a new hobby you can't get enough of for a few weeks/months, then ease back and get in the groove that works for you. You are your speed manager and you must manage personal growth like you have managed other directions your life has taken.

Get your mind so **fixed** on **time, habits, actions**, and **priorities** that you can't think about anything else until after you run those things through your mind. Then you will see where your thought priorities are at and should be. Thinking about your **time, resources**, and **priorities** before answering any question or any request would be a great habit and example of you managing you.

Focus like you have never focused before. Whatever your all-time highest focus on your goals has been then do it x3. (That's a goal, and measurable! Try three times harder than you did before.)

**Don't Get
Over It**

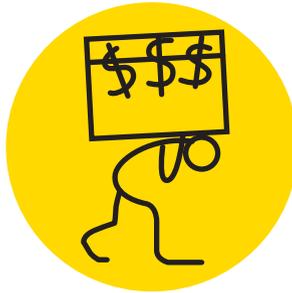


Get Through It

If you search the web for “increase your income,” you get about 300 million hits within seconds. Now, how many of us can get past the first ten? The reality is they are either scams, or they all say the same basic things covered within this document.

These five values: **time, actions, habits, priorities,** and **confidence** – have worth to you. They are values that millions of others have learned and use consistently. These five areas of focus will make things happen for you, if you work them.

Stop and think about what it would be like to achieve some of your goals, and what the results would mean to you. Take a moment and consider how much your life could change and improve.



According to the US Department of Labor: In May of 2019, wages in the United States reached an average of \$23.38 USD/Hour.

Are you ready to step up your game?

- Step 1:** You decide you are going to manage you.
- Step 2:** Get into the mindset while reading this book.
- Step 3:** Allow logic to flow through you creating options.
- Step 4:** By now your time awareness has been heightened.
- Step 5:** New daily habits start keeping you more effective.
- Step 6:** Your actions are now based on your priorities.

Always manage your time by managing your actions!

Replace your current habits with new habits directed towards your goals.

Do things in the right order to get the right results at the right time.

Take significant actions to increase the time needed to accomplish your goals.

- ▶ **Increase your You control**
- ▶ **Increase your You value**
- ▶ **Increase your You income**

Focus on you managing your areas of focus.

- Focus on time, your time – it's all your time.
- Focus on actions, next steps needed, and when.
- Focus on habits, doing the right things daily.
- Focus on priorities, most important in order.
- Focus on confidence to drive energy.

Two important points for your consideration:

1. A task list helps you decide what your priorities are.
2. A priority list is your task list put in the best order.

Before you make any decisions, ask associated questions through your minute-by-minute mind as you approach every opportunity and challenge. While managing your time, take enough time to think things through. Focus on your desired result and put the issues or challenges on your note list and then over to your task list, once you figure out your next steps. Do not get sidetracked by current situations or recent results! You won't worry about issues if you focus on specific tasks needed to get to your goal. Keep thinking about things on your goal list. Work the task so you can get closer to your goal.

ASK YOURSELF: Should you spend time doing something like watching Netflix, or listen to a friend's drama hour?

ASK YOURSELF: What is the benefit of doing what you are thinking about doing?

ASK YOURSELF: How does your time cost compare with you spending the same valuable time focused on your STATED career or personal goals and your special projects?

ASK YOURSELF: Does this time/action you are about to spend and can never get back help your short or long-term goals?

Having a good time is not the same as wasting time. Like all other things in life, entertainment and other activities should be enjoyed but in reasonable amounts.

You should be using all of your free time to be focused on your goals. Listen to audio books, CDs, and podcasts about your goals as you develop the You Managing You skill sets and apply them to your goals, challenges, and opportunities.

“Obstacles are what a person sees when they take their eyes off of the goals.”

— JOSEPH CROSSMAN

- ▶ **Understand what goal you wish to make happen.**
- ▶ **Understand why you want to make the goal happen.**
- ▶ **Understand what makes you feel this way about this goal.**

Think through how you will feel once you have accomplished the goal AND consider what you and your life will look like once the goal has been achieved.

Big Desire vs. Small Goal

Define small and large goals in the same way – they are all goals. A smaller goal may take less thought and fewer notes, but like any goal, it will still require your focus. A smaller goal would be getting into the habit of managing your time better. A larger goal would be to use the increased time you have to accomplish other tasks toward your big goal.



Think With Yourself

Question To You From The Other You

Do you want to go to _____ with me?

Do you want to hang out with _____?

You should be thinking to yourself: Is this the best way I can use my time? **You should be considering:** Is this in line with my priorities?

Now it is time for you to answer the question.

Before you answer, has your decision been well thought out about using your time to achieve your stated goals? Quality social time is a great way for you to relax and enjoy life. Screwing off is screwing off and screwing up.

When **you ask yourself** or you are asked to **make any decision, large or small**, you should always go through your mental checklist of your current resources. What amount of time can you put toward that task and best balance your resources to accomplish that task yet keep moving toward your goal?

Focused thinking example:

Before you answer a question about your involvement in anything social, consider your important goals:

1. Consider the **time** aspect of the task or goal. Is it realistic?
2. Be aware of your **habits** and be willing to work on them. Do your habits need to be adjusted for this task/goal?
3. Take **action**. Do you understand what will be required from you? Do you have the time and resources? How do you get them?
4. Think about the level of **priority** and importance to other tasks and goals within your world and how things will affect you in the big picture.
5. Gauge your **confidence**. Do you have the true desire to carry this through without disrupting your current priorities and task leading to your goals? This is extra, not currently part of your to-do list. Are you really ready to commit and delay other “things” to focus on this goal? Is it a priority?

QUESTION: *Do you want to hang out?*

ANSWER: “Thanks, but I’m really focused on a project right now. But I really do appreciate the offer and look forward to another time.”

The more complex the question or situation the more time you should think about the question or situation. At times your answer is a no brainer and you can commit, *but do not commit your goal time to another’s good time.*

Let your minute-by-minute thinking guide you as you manage you. If you think through with more detail related to your task, you **will** see results. Set realistic goals, accomplish them, then set more. Each time you will learn more about tracking you, managing you, optimizing you. You will be much more focused and accomplish more for you and those you wish to support.

Getting control of your time is #1

You managing your time will contribute more than anything else to your accomplishments! Managing your **time** with good **habits** and taking **actions** on your **priorities** with **confidence** is the way you can accomplish your goals and prosper.

Think hard about your goals and put them in just the right place on the right list. Is that thought you have a task or is that thought a goal?

Make a list of your goals. Use one page for goals and separate pages for career vs. personal. It’s also good to separate pages for your to-dos, tasks, or special projects.

- ▶ Increase your Control
- ▶ Increase your Value
- ▶ Increase your You

**MINUTE
— BY —
MINUTE**

A GOAL compared to A TASK

A GOAL: is only a real goal **after** you have defined it.

A TASK: Things that need to be done to get to a goal. All types of tasks may need to be finished for you to reach your goals.

GOAL Defined or Known

Step 1: Task Listed

Step 2: Action Taken

Step 3: Result Achieved

Step 4: List Next Goal and Task

Types of realistic goals:

- ▶ **Goal:** Double effectiveness of time.
- ▶ **Goal:** Change a relationship in some way.
- ▶ **Goal:** Increase income.
- ▶ **Goal:** Get the vehicle desired.
- ▶ **Goal:** Make new habits – follow through with new habits.

Before you commit to a goal, has your decision been well thought out? All of these goals have tasks that have to be accomplished to achieve the goal – some physical and some totally mental.

Have you defined your goal? Do you have **realistic** reasons why and a realistic time frame needed to get to your goal? If you do not treat your goal as a goal, it cannot be achieved. It might be a fantasy or wish or dream, but it is not a realistic goal. If you have not thought about something long enough and in great enough detail, you will probably not accomplish it.

Think big but separate your dreams from reality and define your goals. Once a specific goal is defined, take **ONLY** the actions you have prioritized to get to your goal. All other things in life must be handled appropriately while you complete **your self-assigned task** or re-prioritize your goal on a more manageable timeline.

**LEARN
TO USE
IT**

To Do List

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

**IT
HELPS**



Older Goals:

More Recent Goals:

Top Goals:

You can still bike, do yoga, snowboard, take an art class, or play with the kids; but start thinking seriously about your goals all of the time. Your life is under your control. The more goals you achieve, the more it will also benefit others you care about. A real goal can be explained in clear and understandable detail. Can you explain your goals to yourself in the mirror? Can you explain it to another person?

A Personal Goal:

Immediate

- Apply focused thought
- Understand task to-dos toward goal
- Complete task toward goal
- Enjoy results

A Career Goal:

Not Long

- Apply focused thought
- List task to-dos toward goal
- Complete task toward goal
- Expect results

Any Significant Goal:

In a Reasonable Time

- Apply focused thought
- Work tasks toward goal
- Complete task toward goal
- Keep going and planning for results

Keep doing all of the daily, weekly, and monthly goals you normally accomplish, and you will see yourself getting better and better at all of them. As your talent increases so does opportunity. People will notice the changes in you if you focus and go after your goals. Nothing will need to be said – it will be obvious!

Some goals take more time, but all goals can be accomplished in less time with **you managing you** along the way.

You managing your time is crucial to the success of you managing you.

Define You: BUT KEEP IN MIND: It is not selfish to spend time in the short term on yourself so long term you can help others. You managing you can make so many things better for so many other people you care about.

READY TO SET UP A YOU GOAL?

- ▶ **STEP ONE: Define the You Goal**
- ▶ **STEP TWO: Rationalize & Prioritize**
- ▶ **STEP THREE: Set-Up Goal Task List**

It is step 1 then 2 then 3, in that order. Do not overthink it - just think it through. This information gathering in your mind will help you confirm if it is a real “you” goal or if it is a passing thought that should go on your notes and not on your goal list.

All goals, large and small use the same method, same technique, and same habit. You must think through to complete tasks toward your best-desired outcome. Is the goal a want or need? Is it worth your time as a goal, or a passing thought that got stuck in your brain?

Define a specific goal on the next few pages. You should be writing in this book. You should have a lot of questions for yourself as you go through these focus points. Make notes all through this book and about how you will be managing you

SPECIFIC **GOAL:** _____

Top 3 key tasks needed for completion of this goal:

1. _____
2. _____
3. _____

**List 3
Tasks
Needed
For Each**

Write 3 one-line to-dos needed and descriptions for each task listed to get you closer to your goal.



_____	<input type="checkbox"/>	# 1
_____	<input type="checkbox"/>	
_____	<input type="checkbox"/>	
_____	<input type="checkbox"/>	# 2
_____	<input type="checkbox"/>	
_____	<input type="checkbox"/>	
_____	<input type="checkbox"/>	# 3
_____	<input type="checkbox"/>	
_____	<input type="checkbox"/>	



Let's define a goal.

A real one – not practice. It should be something that you desire to accomplish.

Mental Steps Learn to answer yourself in short brief answers. You know the details. No need to write them all.

Most of the next questions have some part in your goal. If they do not apply, skip them.

Answer the ones that do and pass the others so you can move along toward your goal.

Each goal should have most of these answers! Only one line to answer each. No details. Think about each question slowly and carefully before listing your response.

State your goal: _____

Who: *Is this just you involved or others?*

What: *Simple description.*

Where: *The location - is this a factor?*

When: *Roughly or specifically. Is that time realistic?*

Why: *This is important to you, but **why**?*



Listing things can provide relief for your overloaded brain. A list is a temporary storage place for things, so you do not have to remember or keep resident in your mind all of the time.

Remember your list belongs to you and no one else. Thoughts change, goals change. Notes help you remember where you were and help you adjust where you want to go.

Let's log another specific goal you have:

WRITE YOUR GOAL ON THIS ONE LINE:

Consider your answers. Take more time to think if necessary but return with some degree of specifics and realistic thoughts on these 5 questions to answer:

Please remember how is NOT one of the questions.

Preferably all 5 should have brief and realistic one-line answers.

Who: _____

What: _____

Where: _____

When: _____

Why: _____

NOTES:

Your Goal Your Journey Your Enjoyment

Outstanding!!!

You have now identified a You goal! Keep this in mind forever until you achieve it and each day until then. With this definition come tasks that you **must** accomplish to achieve your goal.

Some goals are smaller challenges and others may be a major quest. Either way, your goals must be defined to get to the ultimate question of **how**.



**Congratulations
on this initial step.**

Now...

How do you achieve that goal?

Keep in mind that regardless of size and scope, a goal is something you can reach for. *Do you know where to reach?* A goal is something you can plan to get to. *Do you have something to base your plan on?* Set the plan in motion with a task to-do list! Every goal has tasks that must be accomplished to achieve your goal. Break them down and manage the tasks in a logical way, every minute of every day, and you can achieve more toward your goals. Goals are to reach for, to plan for, and to enjoy seeking!

At times a goal might be confused as a task. State your goal or move it to your notes until you have more clarity.

A goal might also be adjusted to better suite your focus as your focus changes. Realize that your specific goal can change with your desires.

TASK TO-DOS to achieve **YOUR GOAL**

GOAL: _____

Fill in the correct order of priority **after** considering your time, resources, and overall plan.

Task Toward Goal	In Random Order	Order to Complete In
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Now prioritize in logical order based on your time and resources.

This list will move you closer to your goals. Your goals are great sources of motivation and they can drive you day to day. It is a wonderful thing to have a dream and goal and then enjoy chasing it. A continuation of creating and chasing goals leads to accomplishing some of them. Realize it is a never-ending cycle of our lives to dream up then achieve goals, like getting home from the grocery store before it starts snowing, or like finishing up a 2-year course you have been taking. Regardless of your goal, if you have thought it through and you really want to go for it, there is no reason you cannot accomplish your goal.

Goals

Great reasons to think
in a focused way.

Thinking about your goals is focused thinking time.

Focused thinking time is progress toward your goals. The more you focus your thoughts, list your tasks, and prioritize those tasks, the closer you will get toward your goals.

List your 3 most important goals right now.

*Do you have a plan to get what is
most important taken care of?*

Want To Get Serious?

Top Tips For A Better You

Time	Manage Your Time
Habits	Manage Your Habits
Actions	Manage Your Actions
Priorities	Manage Your Priorities
Confidence	Enjoy The Results

Experts & employers agree -
The better you list, the better you perform.



REPEATED POINT: Big Goal - Smaller Goal

Whether big or small, your goals depend on the same steps of thinking and action. The same listing, determination and focus are required. If it is on your priority list it should be one of the few things that really has your focus. Got time for your goals?

- ▶ Go back over hand-written notes
- ▶ Get better at your hand-written list
- ▶ Refresh your hand-written goals

Stop & Think

Let's begin within You again.

Let's really focus on what really matters to you.

Take a deep breath and grab a pen and let's explore more You.

For the next few pages, you should answer each question quickly and honestly. Do not overthink the question.

Think about it, answer it, and then move on to the next question.

Let's get You started on You.

Your S.W.O.T.

Strengths

Weaknesses

Opportunities

Threats

**What does a
SWOT analysis look like
when applied to you?**



**YOUR
S.W.O.T.**

Real – No BS Specifics About You

YOU Strengths

YOU Weaknesses

YOU Opportunities

YOU Threats



THOUGHTS

About a Goal - Not Defined Goal

I need _____

I need _____

I need _____

I want _____

I want _____

I want _____

I desire _____

I desire _____

I desire _____

Choose one from each area:

One Need _____

One Want _____

One Desire _____

List in order of priority that works best toward your goal:

One _____

Two _____

Three _____



Based on the reading, thinking, and notes you've been taking up to this point, what is your single highest priority goal?

My single most important goal is:

My target date to accomplish this is: _____

Some of the tasks required to achieve this goal are:

Things I must learn to be able to accomplish this goal are: _____

People that may support this goal in some way are:

Congratulations!

You have just begun the process needed to accomplish your goal. You have carefully considered aspects of this goal and now you are ready to take this goal to the next level!

CIRCLE THE BEST 5 DAYS

this month to get serious about You

J F M A M J J A S O N D

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

13 14 15 16 17 18 19 20 21 22 23 24

25 26 27 28 29 30 31



Use the 5 days you selected to focus on your next 5 months. Think in great detail about where you want to go and how you are going to get there.

SECTION 2:

Thoughts About Your Time

**“How did it get so late,
so soon?”**

— DR. SEUSS



What time is it for you?

The time you control

Vs.

The time others control you.

Is your time out of your
control?

Is your time out of **your** control?

"Time moves in one direction, memory in another."

— WILLIAM GIBSON

You Time Worksheet

(Copy this example in your Think Pad!)

Each 24-hour Day

Average Sleep Time	7	Hours
Average Working	10	Hours
Average Traveling.....	2	Hours
Average Exercise.....	1	Hours
Average Laundry & Food	2	Hours

Average Daily Hours Used: 22 Hours

Knowing we have 24 hours in each day and that we own our own clocks, how many hours are left in your day to change your world?

Average Daily Hours Used: 24 Hours - 22 Hours

Hours left in your day when all is considered = **2 Hours**

What could you do
with extra time?





**What are your
3 MOST IMPORTANT GOALS?**

What 3 types of changes in you would help you the most to accomplish these 3 goals?

What do you think is holding you back from accomplishing your 3 goals?



GOT CONTROL OF YOU?

More than likely you have a few extra hours a week you could use to move closer to your goals than you are moving toward them now. Being more organized and less wasteful of your time and resources will lead to better results for you. Use your time wisely! Wasted time of your everyday routine could probably be used in a different way than it is being used now. You **could** be learning, growing, educating yourself on a specific project, or researching tasks that are on your task list. Working your task list is actually one of the best tools that you can use to achieve your goals.

*I'm just asking: **Got think time for you?***

If you are breathing, then you have some time to listen to your audiobooks, podcasts, YouTube, and other forms of support to get you closer to your goals throughout the day.

GO DEEP

Best 5 meditation days
this month might be...

- 1 2 3 4 5 6 7 8 9 10 11 12
- 13 14 15 16 17 18 19 20 21 22 23 24
- 25 26 27 28 29 30 31

Time is a global currency. Everybody has exactly the same amount on a day-to-day basis. However, the younger you are, the more advantage you have. It may not be that you don't have enough time, but that you don't have enough control of your time!

Things To Do Differently

Day By Day

- ▶ Reward yourself only for your achievements.
- ▶ Review past week and cut down your biggest time-wasters.
- ▶ Talk to someone you look up to and ask them their number one productivity tip.
- ▶ Track your activities and see how long each of them takes.
- ▶ Walk outside for at least 15 minutes.
- ▶ Make your bed in the morning.
- ▶ Organize your workspace.
- ▶ Write down your goals and priorities.
- ▶ Identify your top 5 tasks last week that produced results.
- ▶ Meditate for 15 minutes.
- ▶ Eat the healthiest meal you've had in a week.

Do you start everything from scratch?



What time do you wake up?

What time do you go to bed?

How much screen time? (really... no one's listening.)

How much web surfing? (really... everyone is watching.)

Do you sleep as much as you want to, as much as you need to, or neither?

Time List

	Day	Week	Month
TV	Hrs	Hrs	Hrs
Social Media	Hrs	Hrs	Hrs
Not Very Social Media	Hrs	Hrs	Hrs
Fun Hobby	Hrs	Hrs	Hrs
Other People Time	Hrs	Hrs	Hrs

Do You Have You Time Available?

You Do Have Time.

Focus more think time on your specific goals.

The Daily Question:

How are today and tomorrow's actions going to contribute toward stated goals?

Are you reading about your goals?

Are you researching your goals?

Are you researching your tasks?

Are you listing your tasks?

Time management is not difficult.

You management is more of a challenge.

**Plan It
Do It
or Drop It**

You cannot add & add & add without removing things from your list. Complete or delay them! If it is still important but needs to wait, put it on a long-term goal or to-do list.

Do you spend more time building relationships or mending them?

Do your daily question every day –

every few hours until you feel like you are going where you want to go, then keep doing that because it will work for you. Ask yourself constantly: what task have I just completed or what task could I be doing right now toward my written goals?

There is only one good reason to take control of your time and manage it. That is because you want to get things done you are not getting done now for yourself.

Time management is managing the way you choose to spend your time. You have control of your time. You can manage your time.

By taking the time to manage a priority list you are also utilizing the habit of managing time. Taking regular positive actions toward your self-written goals is also a habit. By taking consistent actions you will increase your value and ultimately you will change your world. You may need to adjust your attitude to be more selfish with your time. A friend or family member may ask you to accompany them to an event of some sort. Take a look at your to-do list and decide if you can be more effective by politely declining and using that time for your goals. If it is not something that is high on your priority list, consider if you should go or not.

Two of the greatest time-savers are:

“I don’t know”

and

“I was wrong”

TODAY

It is what it is, deal with it.

____/____/____ _____
DATE PRIMARY TO-DO TODAY

Today's Task Planning Quick List - your three most important tasks today are:

Priority Setting Question - your most achievable task today is:

Task Planning - write out tasks using the present tense:

1. _____
2. _____
3. _____
4. _____
5. _____

30-60 Days: Form a new habit.

Go ahead, be a little selfish about your time. **An incredibly short amount of time can change everything, forever.** Everyone benefits, your loved ones, your employer, and most of all, **you**. Ask the questions about your goals that you need to ask to be able to decide how to use your time.

You failing to manage your time properly has a negative impact on you. What percentage of your time were you paid for today? What percentage was left? Were you preparing yourself to be paid more after being paid less? Sometimes you might think that the process of time management focuses on complicated tasks and has a series of steps that must be completed. It's simply your time. On Google it takes fractions of a second to gather millions of learning options on any subject. Use your time to search how to do ANY task or subject related to your goals!

You earn what you learn with your time.

You have more time.

While there is no doubt that time management principles apply to career and other detail oriented or intensive tasks, they also apply to the everyday tasks as well. This is where many people trip up and get themselves into a lot of trouble. Taking the trash out is just as important as learning more. Pace yourself, plan you, and you will keep getting more effective with your time. Balance yourself for all around productivity, not just on your special goals. Take on these new habits and make them routine and it will be routine for you to accomplish more goals.

Two-step time management plan:

1. **Eliminate unconsidered decisions.**
2. **Eliminate emotional decisions.**

Think carefully about all other decisions like how to use your time, and what habits to **NOT** skip today. Do not skip updating your to-do/priority list. Skip updating something online and unrelated to your goals. Do not short yourself!



PLAN THE DAY

DATE _____

DAILY STUFF

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

WANNA DO

NEED TO DO

MUST DO

Don't even think about spending time on things that are not your defined and written goals. Remember, quality time with family and friends is a goal and is probably on your highest priority list, as it should be.

Not having time to create tasks, to-do, and action listing toward your stated goal **is a waste of your time.**

Not having a daily ritual to think about, focus, plan, and be with yourself **is a waste of your time.**

Not having limits on social media, random hobbies, and other people's control of you **is a waste of your time.**



Assuming you typically have about a 15-hour day, taking between 3-7% of your day can change things for you.

Seriously consider what a very small amount of time focused on your very important goals, working your very important task list, can do to change things for you.

Are you worth investing between 3-7% of your time in You?

15 Hours 6am-9pm

3% = 27 Minutes focused on you
3% of your day can make your life better

5% = 45 Minutes focused on you
5% of your day can increase your income

7% = 60 Minutes focused on you
7% of your day can change your world

- ▶ Use this time to focus on your goals.
- ▶ Use this time to manage your time.
- ▶ Use this time to practice your good habits.
- ▶ Use this time to plan on your needed actions.
- ▶ Use this time to prioritize your day, week, and month.

Use this time for you.

Do you select something



These are your goals. Goals are not always about income, but they are always about you. Learn to think about and balance all of your important goals with just the right amount of time.

Stop and ask yourself, is what I'm doing right now on my task list? If at work, use your career list, if outside of career; use your personal or special project list. Ask yourself often, am I using my time as I planned on the things that matter most to my goals? Great time management can be filled with lack of progress for no reason other than your failure to prepare to take the right action. Focus; thinking about specifics and actions you need to take and in what order is key. The answers to all problems will come in some form, in some way, as you continue to explore that subject. Think deeply in a controlled way with focus. You need to be the one managing your time because it is **your** time, not someone else's.

Adjusting Your Attitude

All of the self-help books you can read and all of the seminars you can attend will come back to the same point. You must manage you. It is your job. You have to ask and answer tough questions!



In your Hand

SOME OF LAST WEEK'S YOU-TIME WAS USED ON...?

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____



**TODAY'S
DATE**

**TODAY'S
GOAL**

Current Mood: bad okay good awesome

Stop and think about the baby steps needed to achieve your end goal. Push forward with intent as you look forward to your rewards!

TASK TO-DO	DATE	NEXT STEP
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	

You must take the time necessary to write a task, to-do list, or other list, and you must then think about each task related to your goals and objectives to be able to know how to use your time wisely.

Having done so, in a short period of time you will be focused on you time and plan your days in advance. You will feel so much better about things, feeling more in control, and building confidence as you plan you.

Time creates opportunity for you to develop your habits.

**Your habits fuel your actions.
Your actions create results.**

**You can use the power of getting results
anywhere you desire, including on your goals.**

***“Yesterday is gone. Tomorrow has not yet come.
We have only today, let us begin.”***

— MOTHER TERESA

One way to confirm your true desire of using your time better is to make a list of the advantages you will enjoy because you are managing your time.

More time to enjoy more for you.

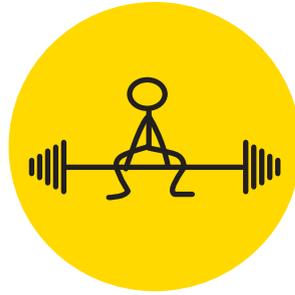
Highly likely you will be noticed by employers.

Others will consider you more effective.



Your 40 or 80 hour workweek **DOES NOT** include the other several hours you should be studying, reading, and **practicing being more effective** by planning and trying things you think about. Put forth extra effort for the employer and outside your workplace to help yourself and others. Being quicker and more capable than the average at that 40 hours of clock time will take you to a higher income position. It is not the clock time that makes people better; it is the thinking through and practicing. **Average habits will bring average results.**

People that try harder will get more results.



Cut the mindless activities TODAY. Stream less “entertainment” and start streaming your goals!

What about limitations? What about being realistic?

Arnold Schwarzenegger wanted to be president, but he knew the battle to change the birth residency law, written in the Constitution, was beyond his realistic capability, so he adjusted his goal to become governor of the 8th largest economy in the world – California. He did it.

Priorities/goals must be worth your effort. Be sure they are really achievable BEFORE you spend time and energy toward a dream that sounds more fantastic than it is realistic. Is your goal relevant to you? Really - is your specific, measurable, achievable goal valued by you? Or is it pointless at this time even though it sounds great? Be sure your goals and priorities are **relevant** to you and be sure you understand why it is a priority/goal at this time.

Be **SMART** about your time.

Do you realize how much control others have over your time? Do you know what you are giving up by **not** controlling your own time?

Are you giving up on your goals, your desires? Are you giving them up to others who are more focused on themselves than you are focused on you? They are managing themselves. Are you managing you?

PLAN THE WEEK

DATE _____

Monday	Priority	Planned Time	Actual Time
Most Important			
Next Important			
Important			
Tuesday	Priority	Planned Time	Actual Time
Most Important			
Next Important			
Important			
Wednesday	Priority	Planned Time	Actual Time
Most Important			
Next Important			
Important			
Thursday	Priority	Planned Time	Actual Time
Most Important			
Next Important			
Important			
Friday	Priority	Planned Time	Actual Time
Most Important			
Next Important			
Important			
Saturday/Sunday	Priority	Planned Time	Actual Time
Most Important			
Next Important			
Important			

People You Spend Most Time With When You Could Be Doing Something Toward Your Goal:

NAME: _____ REASON: _____

NAME: _____ REASON: _____

NAME: _____ REASON: _____

If you feel it is a valid argument for you to spend this time for this specific reason, then it's a good thing. If you are lying to yourself about the time and reason, it's not a good thing. Remember that you are the sum of the people you spend most of your time with.

Getting control of your time is the #1 goal you have right now. You managing your time can contribute more to all of your other actions and results. Once you have control of your time you will have time for other goals!

FROM THIS POINT FORWARD: Think about what note pages work best for you and begin to use them. Start writing on the blank docs in this book. Keeping your list active helps you think further in advance and have more time to make better action plans. Write down tasks and to-dos and then focus on them. Focus on them intently. Enjoy the habit of refreshing all of your lists often – some daily and all at least weekly and more often when you are fairly active.

Refreshing your list is a high value use of your time.

Sometimes it is twice as difficult to stop doing something than it is to start. What habits can you stop doing that **are** taking up your time? Your time is filled with all types of things you have going on. Only you know if you are over-cluttered, however, twenty or more reasons come to mind on things one could spend time on. Time is a huge resource that feeds your world with opportunity! Any reason you think is a good reason is a good reason as long as you have thought it through.

Day, evening, or any other type of working shift can be adjusted to better serve you. Up time can be private time you already have. Get up about an hour earlier than you get up now and enjoy!

YOUR MONTH AHEAD

Think about what you should be doing during the next 4 weeks and think about it in great detail. Only list significant tasks that can get you closer to your monthly goals. List special events related to your goals.

MONTHLY GOALS

WEEK 1

WEEK 2

EVENTS

What	When
<hr/>	<hr/>

WEEK 3

WEEK 4

NOTES
FOR
YOU

Are you worth an investment from you?

I think so. Others think so. You should think so.

Consider One Possible “Up-Time” Routine

Go to bed an hour earlier and rise earlier. You get more high-quality time with you when you are fresh and focused.

Set yourself up at the right time and place each and every morning to help you achieve your goals. This is 100% You-Time.

Try a few minutes at a time. Adjust times as comfort zones shift but give yourself a quality half-hour to hour each AM after you're dressed, fed, and about to walk out the door. Just move your clock back and you can change everything, starting with a half-hour to one hour per day (7 days a week) to redirect you much closer to your goals.



You own
the clock,

**Adjust it.
Adjust You.**

Focus on **you** every day to
change your world forever.

Start Your Daily Up Time with Daily You Time:

Sometimes as little as 15 minutes but never less.

Preferably 30 minutes to 1 hour each and every day.

A thinking place is a place you can be alone, be without distractions of music or other noises that intrude into your mind. A notepad and you positioned in a comfortable place will allow your mind to go where you desire your life to go.



GOAL: _____

TASK:

Two empty rounded rectangular boxes for task details.

TO-DO BY:

Two empty rectangular boxes with a diagonal line for dates.

Completed?

Completed?

Yes

Yes

No

No



THINGS TO DO
To Get Back On Track

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

REWARDS

Large empty rounded rectangular box for recording rewards.

Do you anticipate situations or react to them?

Thinking in the way you have not thought before will get you to a place you have not been before.

You have the ability to think in a way you have not before. You can think about what is over the hill and around the curve without actually seeing it, just like a goal you have not accomplished yet. You can have detailed thoughts about situations you're not in now but wish to be in at some point if it is a real goal for you. Having a little more you-time can help you think more clearly through each day about your task/mission.

FIRST: Spend 1-3-5 minutes writing up at least 5 things you're grateful for in a dedicated grateful notebook, dating each page, each day. You may repeat, but try to add something new.

SECOND: Take a moment to send a thank you note. A note just to say I love you, I'm glad for our friendship, or other type of reach-out gesture each week to one person or people individually.

THEN: Enjoy 5-10 minutes of mental gratitude.

Sit in a peaceful, relaxed position with arms and legs at balance with your body. Set up a timer so you can forget the time and focus. Sit and cleanse your mind with fresh thoughts of gratitude and goals.

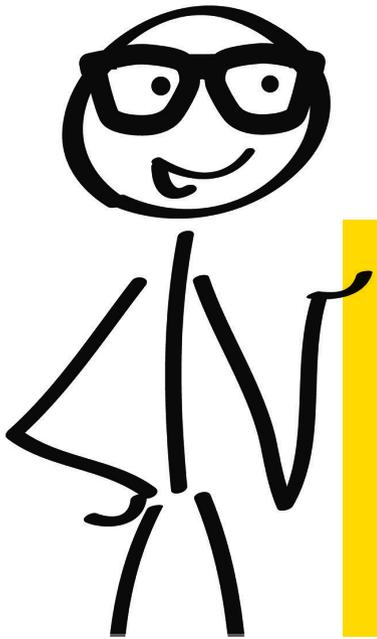
THEN: Use 5-20 minutes to focus on only one goal you have.

List some of your thoughts about that goal.

Think for a few moments about the next few hours and challenges.

Have a great day.

Expand this You-Time as you enjoy the benefits. You may have focused time early morning, midday, or at night. Anytime as long as it is your **time** and you're not too tired to think. As a reminder, the reason you want to manage this **time** to your best benefit is so you can follow through with good **habits** to achieve your goals. You managing your habits is fuel that empowers your ability to take **actions**. Having enough time to follow through on **habits** makes your habits more valuable and allows you to take more informed **actions** and get closer to your stated goals.



hab•it [*'habət*] *noun*

1. a settled or regular tendency or practice, especially one that is hard to give up.

[more]

synonyms: practice • custom • pattern • routine • style • policy

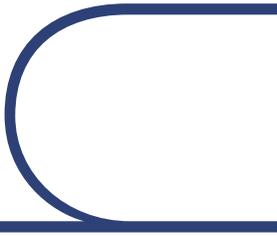
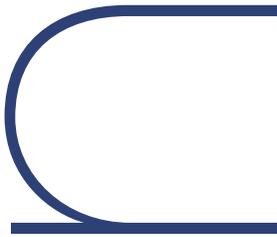
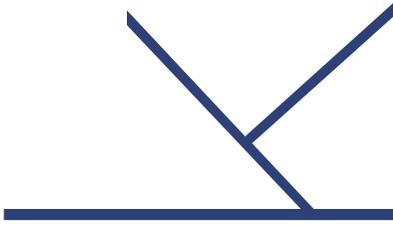
Do you **invest**
your time for you,
or do you **waste**
your time on you?

SECTION 3:

Recognizing Your Habits

**“Chains of habits are too light
to be felt, until they are
too heavy to be broken.”**

— WARREN BUFFETT



Abundant
Accomplished
Achieving
Active
Admirable
Adorable
Adventurous
Admired
Affluent
Agreeable
Alert
Aligned
Alive
Amazing
Appealing
Appreciate
Artistic
Astounding
Astute
Attentive
Attractive
Auspicious
Authentic
Awake
Aware

Habits that take only minutes each day can change a lifetime if you work on them daily. Your bad habits are working well, aren't they? Smoking, poor dieting, not taking care of yourself, and being mean are great examples of bad habits that work well. Habits like focused You-Time are good habits. Time with yourself is not selfish you time. Focused you time helps you and others you support mentally and/or financially. You should be focused specifically on you and your next steps mentally and physically. Every step, every minute of every day – remember: this is about you achieving your goals.

Follow through on basic You Managing You habits for an initial 30 days and you will yield results toward your goals. Make a habit of you managing your time. Make a habit of you following through with your newly added daily habits. Lose a few of your old time-wasting habits. Keep a You Managing You routine. Update your list often, think about your goals. Constantly planning your next task is a really good habit.

Doing things daily leads to completed goals.

Basic Habits

Food - Hygiene - Family - Rest - Work

Other typical but not always so reasonable habits can be extremely expensive compared to the amount of temporary pleasure you enjoy. TV or screen-time, including games and social media, can be an incredible waste of your **valuable** time that could be used to accomplish your true goals beyond a high game score. Excessive socializing in any form can also be costly to your time and energy.

Possible Newly Forming Habits: Listing You

▶ **You-Focused Goal List**

▶ **You-Focused To-Do/Task List**

▶ **You-Focused Priority List**

her
e
o
i
s
n
o
o

Beaming
Beautiful
Best
Blessed
Bliss
Bold
Bright
Brilliant
Brisk
Buoyant
Calm
Capable
Centered
Certain
Charming
Cheerful
Clear
Clever
Competent
Complete
Confident
Connected
Conscious

Do not focus on changing your currently bad habits. Focus on advancing your better habits in the best priority to accomplish your goals.

Add your newly learned habits to your priority list to help them become real habits!

Do not try to change anything. Leave your old habits alone! Just **add new habits** in priority order to get your goals accomplished. Goals like doubling your income or taking that vacation you've put off.

Doing the You-listed important things **FIRST** allows you to still do the same thing you're doing now still, if you have any time left.



You must be committed to your goal of creating a new habit.

If you are not committed, then the chances of succeeding and attaining your goal reduce **dramatically**. It is important to believe that you will create your new habit and to be able to see yourself doing it. Write down a positive statement that arms you have created your new habit!

ERFORD

Courageous

Creative

Daring

Dazzling

Delicious

Delightful

Desirable

Determined

Diligent

Discerning

Discover

Dynamic

Eager

Easy

Efficient

Effortless

Elegant

Eloquent

Do the math:

- Much of the obvious hard work you must do +
- Planning detailed task toward your goals +
- Taking action on your task list =

**Accomplishing
more of your
goals.**

You define your goals - no one else.

It can be anything you want to be in your world. Focus the **managed you** on the goal. You managing you will get you to your goal.

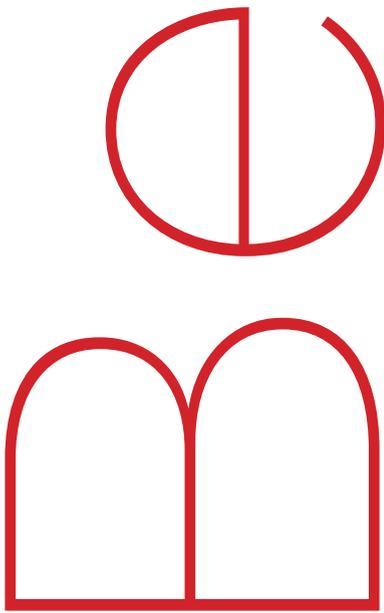
TYPES OF GOALS BETTER HABITS CAN GET YOU

- ▶ More family time
- ▶ More self-focused time
- ▶ Helping another being happy
- ▶ Helping another being more comfortable
- ▶ Career project success
- ▶ Career relationship advancement

Relationships, career, family, financial, and life in general all require you managing your way through each situation. You managing you should be applied to all of those situations to establish what is best for you.

*“Successful people are simply those
with successful habits.”*

— BRIAN TRACY



Energetic

Endless

Enhancing

Engaging

Enormous

Enterprising

Enthusiastic

Enticing

Excellent

Exceptional

Exciting

Experienced

Exquisite

Fabulous

Fair

Far-Sighted

Fascinating

Fine

Flattering

Going through a personal task list and your career task/to-do list is a habit. It is one of the most important habits you can do daily to manage you. Lists are key tools to help you manage your time and next step actions to keep you in line with your priorities.

Got a list habit? **You Should**

Do you ***“to-do list”?*** **You Should**



Not a list for general notes or groceries or for the kids. Those are great but those are not goal advancement lists, those are note lists. You need a few You-Lists.

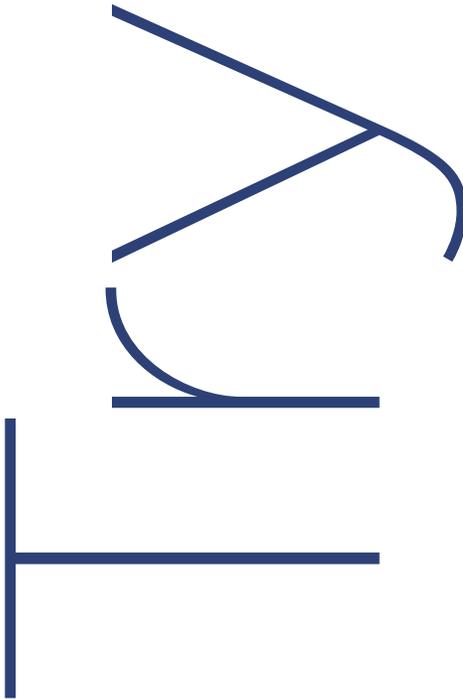
Think about each area of your goals and focus on the actions needed to get those goals accomplished.

The way to get to your goals is to think in a focused way.

Thinking in a focused way is a habit.

- ▶ Habits are enormously effective tools to help you accomplish goals. (Directly and indirectly.)
- ▶ Habits are a critical support mechanism to keep you mentally and physically balanced. Habits are very important for your growth.

The best You-Habits make the best You.



Flourishing

Fortunate

Free

Friendly

Fulfilled

Fun

Generous

Genuine

Gifted

Glorious

Glowing

Good

Good-Looking

Gorgeous

Graceful

Gracious

Grand

Great

Handsome

Happy

Hardy

Harmonious

Healed

YOUR NEXT STEP: Focus on thinking about your focus.

Your thinking is on automatic by default. You typically churn out dozens of thoughts per minute; many you don't even realize you are thinking. The same is true for goals. You accomplish many goals each day you thought about and then completed with perfection. Really almost every action you take is from a mental goal list you carry in your head. You get up, you clean up, you get out, and you do whatever it is you do. All of those actions are daily goals. You can also work additional goals by managing them on paper just like you manage the ones you're doing now in your head. Look at that task list pad just like extra headspace!

Anything that is important to you and that you want to get done is a goal. **Each goal has tasks to be done.** If you stay focused on your task list, you will get more results and accomplish more goals.

Make it a real goal.

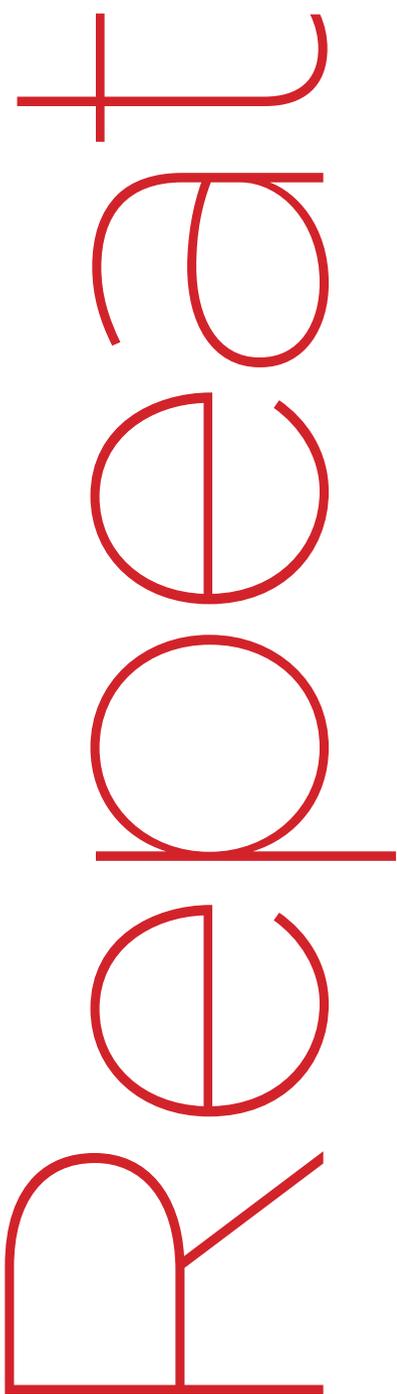
- ▶ **Declare your goal by defining your goal.**
- ▶ **Set a list of tasks into place to achieve that goal.**
- ▶ **Work priorities in right order to achieve that goal.**

NOTE: Ask for advice on your priorities. Seek advice on the many questions you may have. Others are generally willing to help those trying to achieve goals.

**Think about your list all of the time.
Think about what you need to do next.
Think about things you can do on your list.**

You should be focusing on your goals.

**You should be focusing on
actions toward your goals.**



Healthy
Helpful
Honest
Humorous
Ideal
Imaginative
Impressive
Industrious
Ingenious
Innovative
Inspired
Intelligent
Interested
Interesting
Intuitive
Inventive
Invincible
Inviting

Develop Focused You List – Examples of these listed may help you clear your head. Some may not apply to you. They are typical groups many people deal with.

- ▶ **Personal Master To-Do List**
- ▶ **Personal Mind & Body List**
- ▶ **Personal Project List**

Listing is a Good Habit

Career Master List *and separately*

Career Project List *second & third list as needed.*

Family List



Relationship List

Temporary note lists will help you build a better picture of a more complicated task or goal. These “lists” are tools that supply you power to help you stay on track and focus on things that are directly related to your stated goals. You managing you. The time you invest in making a list is also focused think time and that think time puts you farther ahead toward any goal you have. Focus on and think about your task needed to get toward your goals as you write your various list.

Your focused thought is a support mechanism for your well-being. It takes daily commitment to write and rewrite your to-dos, goals, and other lists. You-Time will yield results for you, if you focus.

Re-examine all of your habits and eliminate the ones that take time and resources away from your primary goals. Your primary goals are the ones you have written down on your primary goals list.

One of the most important habits should be using your time for your priorities. Another significant habit is knowing your highest task and to-do list priorities.

Those should be on list one and all other lower priority things should be notes. You can have all of the notes you need, but the to-do/task list is what drives you forward. Since you can only think one thought at a time, list them out to be able to see the big picture of you!



Irresistible
Joyous
Judicious
Keen
Kind
Knowing
Limitless
Lively
Loving
Lucky
Luminous
Magical
Magnificent
Marvelous
Masterful
Mighty
Miraculous
Motivated
Natural
Neat
Nice
Nurturing
Noble

“We become what we think about.”

— EARL NIGHTINGALE

As you master your smaller tasks quicker as they come at you, you will notice that some of the larger tasks can be addressed with the same approaches. Brainstorm on ways to deal with different situations by using a tool you already have in hand to accomplish more of your task leading to your goals - your to-do list.

Keeping lists will change as you develop your new habits. In a few weeks or so you can stop writing those actions that you have developed into habits and list the things that you should do that are not in your habit stream.

The habit of you keeping up with your task/to-do list will make you considerably more effective. One of your most important habits is to **make time**, preferably the same time every day, to update both primary task/to-do lists - initially several minutes a day. As you become more effective you will keep that list active and in front of you all of the time, continuing to cross off accomplishments and adding more opportunities for next steps needed.

Then you will move on and keep a better to-do list that's not cluttered with the things you do automatically. You should keep a list of tasks needed to get to your personal and career-oriented goals, and a third list for special projects separately.

Your list should go almost everywhere with you.

Experiment

Optimistic
Outstanding
Passionate
Peaceful
Perfect
Persevering
Persistent
Playful
Pleasing
Plentiful
Positive
Powerful
Precious
Prepared
Productive
Profound
Prompt
Prosperous
Proud
Qualified
Quick

Life will change as your habits change.

Your goals will be accomplished once you decide you are going to accomplish them.

You have a lot of different areas to apply your limited time. Allow your habits to help you get it all done. It is not easy. If it were easy you would already be in more control of yourself than you are now. And you would be farther above average than you are now. You managing you minute by minute will help you change your task into accomplished goals.

- ▶ **List # 1:** Personal List
- ▶ **List # 2:** Career List
- ▶ **List # 3:** Special List

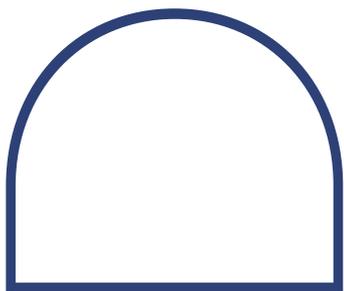
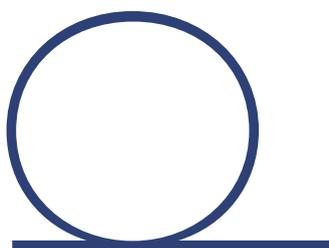
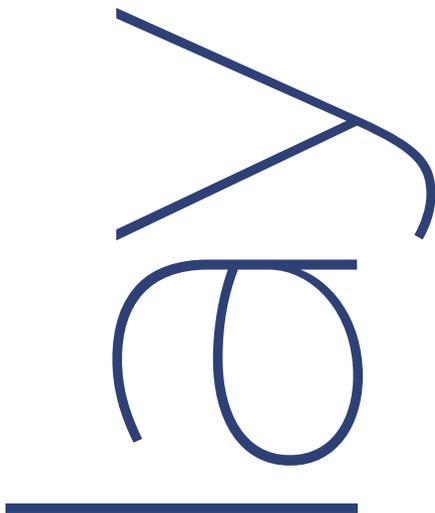
NOTE: You are still in the habits area of this book. Making and updating lists are good habits.

Thoughts About Listing Habits

It is your list. You are not making it for another to see. Only put things on a task list that you intend to do, not random thoughts or ideas. **Make each entry on your list a simple-to-understand task.** No rambling on the list. Use a notepad to take notes. A to-do list is to list specific to-dos. Be direct to yourself. Focus on next actions to take towards goals when adding to your list.

Give yourself specific active direction by including dates, names, numbers, and other information you need to accomplish the task. This will speed the completion of the task considerably. Prioritize your task by marking or highlighting the list to have the highest priority things to do marked accordingly. Keep evolving. **The 10 or 20 things you have written should be disappearing and replaced often.** Some things are done daily, others take longer. Be sure to purge your list daily and weekly.

Notice others taking notes. The better notes a person takes, the more time they have to think ahead and get past the next steps rather than try to remember what they should be doing next.



- Radiant
- Reasonable
- Refined
- Refreshing
- Relaxing
- Reliable
- Remarkable
- Resolute
- Resourceful
- Respected
- Rewarding
- Robust
- Safe
- Satisfied
- Secure
- Self-Assured
- Self-Reliant
- Sensational
- Sensible

It does not matter what time you go down or get up or how long you do anything. When you're in up time mode, you own the thinking clock. Job and family may get most of it, but you have some extra thinking time you can manage. Find and use your think time wisely. This is a critical habit to form and maintain in your life forever. Think in the car, on the train, on the walk, in the shower, think about your task and goals all of the time that you're not thinking about family and other true responsibilities.

Do whatever you need to do to get the You time you need to think about the many details and to-do tasks they lead you to.

GOOD HABITS: Go to bed earlier. Get up earlier and do things in the morning rather than waiting until the afternoon. Start doing these things and you will accomplish more.

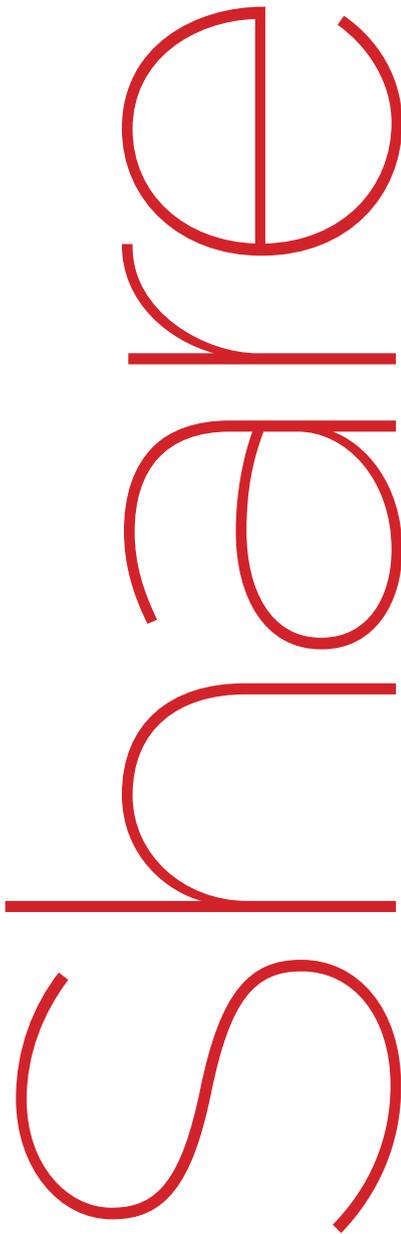
Minute By Minute You Managing Habits Changes Everything



- ▶ Update lists often.
- ▶ Find your listing groove.
- ▶ Enjoy the benefits of listing as you prosper!

In the beginning, list everything, as you progress, you will list less scribble and list more of the trigger points you need to understand in your next steps task needed toward your goal.

You Managing You: If you absolutely, positively have to have a certain amount of sleep – go to bed earlier. Get up earlier and do things in the morning just like you currently do things in the afternoon and evening. The main thing you should do in the morning is you. Focused thought time on your next steps toward your goal. Focused listing of next steps and re-prioritizing each day or two.



- Sensitive
- Serene
- Sharing
- Skillful
- Smart
- Smashing
- Smooth
- Sparkling
- Spiritual
- Splendid
- Strong
- Stunning
- Successful
- Superb
- Swift
- Talented
- Tenacious
- Terrific
- Thankful
- Thrilling
- Thriving
- Timely

“Your net worth to the world is usually determined by what remains after your bad habits are subtracted from your good ones.”

— BENJAMIN FRANKLIN

Your good habits will make you considerably more effective and others will notice that. You will see more challenges and opportunities because you continually exercise good habits. Your habits are the driver of your efforts to develop you. As you increase the five best practices (time, actions, priorities, habits, and confidence), your resulting rewards will increase.

Good habits will reward you with the time and resources you need to succeed. Get part of your world formatted through good habits, like keeping a Think Pad with your favorite pen and updating daily.

Digital to-do lists and apps come later. Newbie self-organizers trying to take notes on a phone in a conversation with another person can be annoying. Take your style shorthand notes. Learn what you're doing before you shortcut the task with your phone or tablet.

At a minimum you should have at least three lists. Often times you can have more with special project lists and specific category like family related lists - but always **at least** these three.

- ▶ **List # 1:** Personal
- ▶ **List # 2:** Career
- ▶ **List # 3:** Special

To-Do List Idea

Income-Career List:

- ▶ **Directly related to current personal income support.**
- ▶ **What you can do to support your employer better.**
- ▶ **Directly related to your goals. Your priorities.**



FORWARD THINKING

Trusting
Truthful
Ultimate
Unique
Valiant
Valuable
Versatile
Vibrant
Victorious
Vigorous
Vivacious
Vivid
Warm
Wealthy
Well
Whole
Wise
Wonderful
Worthy
Young
Youthful
Zeal
Zest

If you have your to-do list and your priority lists up to speed, then you probably have a decent idea of what you need to do or what action you need to take to accomplish your next task to get to your goal.

You should have at least two lists and pen within a few feet of you at all times. Keeping both lists helps you balance your world. Do not overload yourself with overambitious ideas. One personal to-do list and one professional to-do list is good to get you started. If you have a specific project like make a movie or rebuild a house, you should also have a different priority list for that project, and completely separate. If you allow them to, these priority to-do lists will literally guide you through your day/week and you will see **measurable** results.

“We can never free ourselves from habit but we can replace bad habits with good ones.”

— STEVEN PRESSFIELD

Focus on your habits. Focus on the habits that need to be practiced by you to achieve your goals. **GOOD HABITS:** List your tasks. Think slowly through each item as you write it down asking yourself why, when, who, and any other questions related to the task. Then write down the task that you developed as a result of your thought. Add things to your list. Remove things from your list. Read your list over and over again. Think about your list often. Consider the details and re-prioritize your list as often as possible. Are you doing tasks to help achieve your goal? Are you doing the right things at the right time?

***“To find yourself,
think for yourself.”***

— SOCRATES





Habits are the **FUEL FOR ACTIONS.**

We all know a list is used as a short-term guide through a task/to-do project.

Think of you often, listing short and longer-term lists. It might be just a note-style list, or it might be a serious next-step-oriented list.

They are both list tools to value.

Write one major goal.

Write down 5 tasks needing to be done that will get you closer to your one major goal.

Which one of the tasks/actions can you do starting now?

Your next steps are to take actions. How much fuel do you have committed or available to achieve your goals? What things can you be doing in a more routine way, on a tighter schedule more effectively and efficiently to give you more time to work on your goals?

Everything you do from laundry, to groceries, including planning time, think time, and sleep time must be allocated in the beginning of this new you journey and re-adjusted as needed, until you have better control over your time and can allocate it correctly based on your stated goals and priorities. Start thinking about what is most important to you. You should be writing down this and other you notes as you progress through this notebook.

Great Habits Can Be:

- ▶ **Personal = Mindfulness Time, Goal & Desire Lists**
- ▶ **Career - Daily & Weekly Checklists, Long-term Plans**
- ▶ **Special Project - Very Specific & Detailed Task Lists**

Practice Focused Thinking Time Daily

Taking care of yourself and others you choose to support are among your many good habits and should always remain a priority. Always remember, the more you can help yourself, the more you can help others.



GREAT HABITS

Mindfulness Time = Clearing Your Mind

Focused You Time = Focus Your Mind

Edit Task List = Focused You-Time on Specific Task Needed to Reach a Specific Goal

3 Good You-Habits

1. Focused thinking on goals
2. Reading more about goals
3. Routinely updating task & goals

Another form of a critical “You-Habit” is mental nutrition. You need to feed the brain when you feed the body. Mental nutrition is important to manage. Use the same vitamins and minerals your body uses, not found in many processed and sugar-based foods. If you are on a weight loss mission, priority and action lists go hand in hand with you managing your nutrition.

Inform Your Brain Daily

- ▶ Read a Web Page
- ▶ Read a Pamphlet
- ▶ Read an Article
- ▶ Read a Book
- ▶ Read a Blog

Good For You Habits

- ▶ Kindness
- ▶ Reading
- ▶ Exercise
- ▶ Single Tasking
- ▶ Positive Thinking
- ▶ Eliminate Non-Essential

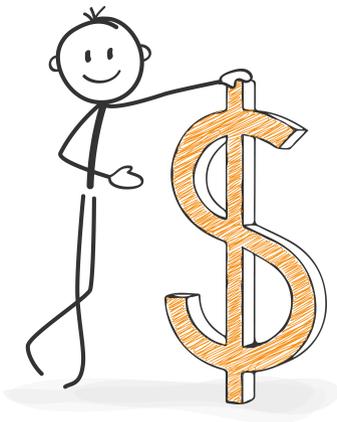


INSIDE YOUR HABIT ZONE

- ☑ Review all lists, especially those focused on understanding your priorities.
- ☑ Check self-attitude about self-attitude.
- ☑ Check self-personal presence and mindset.
- ☑ Think about the things that are most important to you that you have on your lists right now.

Develop Results

Do This By You Managing You



= Results

SECTION 4:

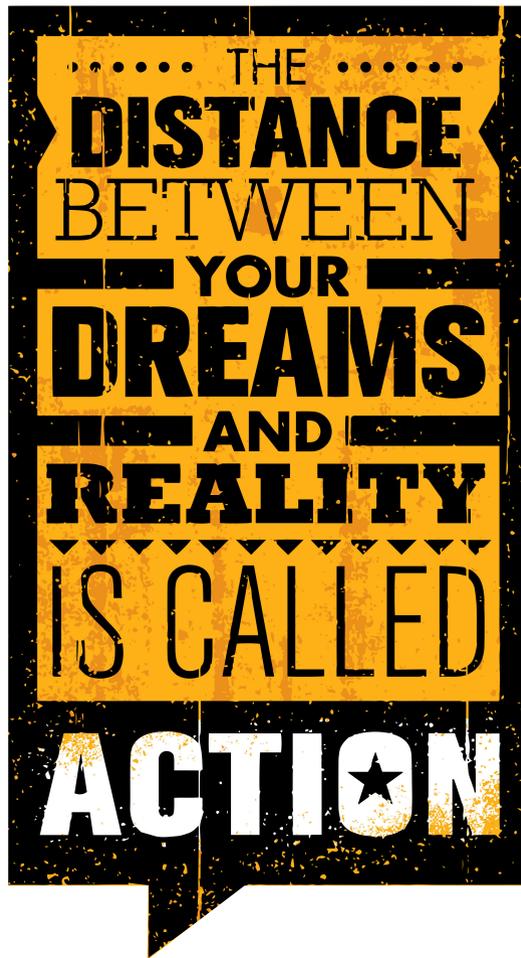
Contemplating Your Actions

“What you do is what matters, not what you think or say or plan.”

— JASON FRIED

“You miss 100% of the shots you never take.”

— WAYNE GRETZKY



The Fear of Taking Chances

How do you overcome this fear? The first step is you need to believe in the changes that will take place when you take the risk. If you stand strong on your belief, you can get others, like your family, on board. If you are hesitant, they will pick up on that and it will be a tougher road to follow.

It is suggested that many people over-exaggerate the risks of failure and underestimate the odds of succeeding. This means that many of the chances we are faced with may actually come out in our favor. This is certainly good news and should help in our journey to take more chances.

One of the worst things that happens to people is when they look back on their lives and wished they had taken more risks. They would love to have accomplished more with their lives. Avoiding risk may keep you safe from certain situations, but it will never push you forward to that place outside your comfort zone. This is usually the place where you can realize your dreams.

An action requires pre-planning thought time. Be sure your action is the right action, in the right order, at the right time.

TAKE ACTION



What action do you need to complete to
GET TO YOUR GOAL?

Task to Complete Action

Task: _____

Task: _____

Task: _____

Action Needed: _____

Task to Complete Action

Task: _____

Task: _____

Task: _____

Action Needed: _____

Task to Complete Action

Task: _____

Task: _____

Task: _____

Action Needed: _____

Consider: All of that think time and all of the notes, task lists, and to-do lists lead up to this area of your focus. You have considered what action you are about to take. If you have not thought about your next action-step, do not take the action. Step back and again review what you are about to do. Once you have really considered what action you should take and why, then take that action.

The more actions you take, the more results you will get. Actions are things you can do faster and more of when they are also habits. Writing your to-do list is now one of those basic habits and actions.

Daily re-writing **would not** be unusual in the beginning of learning to-do list management. Write one-line to-dos. When done, draw one single line through them, updated all through your day or night, whenever is logical, but at least daily. Adjusting your priority list is part of your mental re-shuffling.

Your next steps - ongoing, daily and never-ending - change you, evolve you as you accomplish more.

Keep that pad with you **ALL** of the time. When you have a thought to add to your list, add it. You can easily scratch it out later, but you may not want to risk forgetting it, either.





THE BEST ONE DAY THIS MONTH

to take 3 hours & focus on a 12/24/36-month plan

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31



THE BEST ONE DAY NEXT MONTH

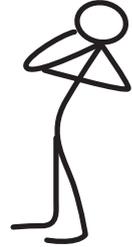
to take 3 hours & focus on a 12/24/36-month plan

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

At the end of each month's planning session, review previous month's plans to gain clarity of your long-term thoughts.

Many songwriters are never more than a foot from pen and pad. Constant thoughts bring consistent results. You are continually thinking, evolving, and you need notes on various thoughts for refreshment when you're back on that subject. Those notes will become ever increasingly valuable to you.

**Notes are great.
Notes are thoughts.
Notes are not a to-do list.**



Write It Down – if you think you should.

For every action there is a step required to make that action start to happen. Write it down. Rewrite it to a new list every time it does not get done. Each time you read it you should be re-evaluating that to-do task. With each rewrite, consider how you would do it a little differently than first thought. When a line is complete, put a single line through it when it is done to celebrate not re-writing it again. That single line allows you to re-read it if needed.

“Take time to deliberate; but when the time for action arrives, stop thinking and go in.”

— ANDREW JACKSON

Take action on a specific thing on your to-do list. Do not overthink the task. Consider once, consider twice, maybe consider a third time if it's a major deal, but whatever you consider, do something to execute the task.

The Results Formula

- ▶ **If you do nothing, nothing will happen**
- ▶ **If you do a little more, a little more will happen**
- ▶ **If you do a lot more, a lot more will happen**

**If you can do, do.
If you can't do, learn to do!**



POSSIBLE YOU SYSTEM

Month: _____

- 1 2 3 4 5 6 7 8 9 10 11 12
- 13 14 15 16 17 18 19 20 21 22 23 24
- 25 26 27 28 29 30 31

Odd Days - Update To-Do List

Even Days - Put Your To-Do List in the
Correct 1-5 Priority to Work On

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Task – Review Questions

Tear each task down mentally and think about it – in detail. What’s the next step involving who, what, where, when, and why? This will give you the information for how you are going to take your next step. You must gather your thoughts and consider the possible tools needed to get to and through your next step.

It might be only a moment of thought, it might be minutes or longer for larger tasks and goals, or possibly hours of thought to get you to your next step. Continue to accomplish your next task moving toward your goal and you will get the goal accomplished.

You must manage your priorities with the end goal in mind even if it is only a step. Separate highest value task and lower value priorities by value, meaning if it helps you to improve your life, then it’s a higher priority.

Next Steps By Priority

Priority List	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

**YOU
ALONE**



YOU Managing YOU



Work your high priorities first. Read your list daily to refresh your mind on what you should be doing next AND things you might be thinking about. Be aware of that lower priority item that could become a high priority problem. **Refresh your brain with a consistent review of what really is most important to be able to reach your goals.** These should be on your career list and your personal list. Most other lists are really just notes you should hang onto for a short period to see your patterns. You can use the back of lists to write basic notes.

If you have clearly defined your goals then you clearly understand what not to be doing. Do not waste your time on things not directly affecting you accomplishing your goals. Wasting your time also means throwing away opportunity to accomplish your goals. Not working your priority list is the same as wasting your time. Accomplish your goals by considering your priorities at any one point. Continually examine your goal list to help you decide what your priorities are.

A simple way to define the importance of a single priority is to ask the same questions each time you examine that point to determine if it is a priority. Every question must be asked BUT not every question has an answer. Sometimes an answer to some questions comes a little later in the accomplishment process. Sometimes a question leads to another question.

- ▶ **What** **Exactly what is it you desire?**
- ▶ **Where** **Specifically where will this happen?**
- ▶ **When** **Next week or 20 years?
Pick a date.**
- ▶ **Who** **Is it realistic for others to be involved?**



Assume the occasional setback will occur.

Even the most proficient people don't always hit the mark. As you begin the process of learning how you are managing you there will be situations where you overlook something or encounter circumstances that temporarily derail your newfound ability to get things done. While you certainly don't want to brush o a setback as being nothing of consequence, you also don't want to allow it to undermine all the progress you've made. Keep going - you'll get back on track.



MARK 6 PLANNED

intentionally super positive attitude days.

J F M A M J J A S O N D

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

13 14 15 16 17 18 19 20 21 22 23 24

25 26 27 28 29 30 31

Write your positive topic for each super positive day in each of these six boxes.

You will find a path to act forward if you put yourself in a position to be able to react and respond correctly.

WHAT IS YOUR NEXT STEP?

- ▶ You should have a task list.
- ▶ You should update this list daily or more.
- ▶ You should have the task in order on your priority list.

What is your next step?

Why: _____

Why Not: _____

ACTIONS YOU SHOULD NOT TAKE:

- ▶ Acting too quickly on thought or idea
- ▶ Not considering where you are now
- ▶ Quickly choosing the easy route
- ▶ Forgetting you are the reason
- ▶ Returning to where you've already been

Consider this is about you and only about you. For the most part, outside of work you should do only things that you can do to accomplish the goals that you have set for yourself to accomplish. Playtime can wait after your daily goals are accomplished. Many goals are accomplished daily because you are in habit mode of taking action. That's great. Take that foundation of habits you have and build upon them. Just like you manage time for You-habits, manage time for You-goals.

ACTION STEPS

HAPPENING SOON

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Setting goals is your ongoing, never-ending “thing.”

Setting goals is not an occasional thing. It can also be a way to drive yourself through life taking the steps you wish to take by making many of those steps goals. It can be a goal to have good habits and a goal to take actions on your priorities. It can be a goal to set your priorities daily.

Defining a goal **takes you to a place** to be able to take action toward that goal. Take actions - all types of actions.

Taking actions leads to either progress or no progress toward a goal. Consider that taking action with no results is still progress - via eliminating what does not help you to help yourself.

**You must become better at
accomplishing your goals than you
are now, to earn and enjoy more for
yourself than you do now.**

The next really
big event is?

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

5-WEEK MAIN FOCUS PLANNER

WEEK 1

WEEK 2

WEEK 3

WEEK 4

WEEK 5

What is the most important thing to think about each week for the next 5 weeks?

SECTION 5:

Defining & Setting Your Priorities

**“If you have clearly
defined your goals
then you know what
NOT to be doing.”**

— ROBBIN

Show me where & how you spend your time & money, and I will show you what your priorities seem to be.



**YOUR PRIORITIES
ARE
YOUR CHARACTER**

**Create a daily routine
with habits & actions
that honor your
priorities.**



**Allow your mind to change
with the world around you.**

**As your mind changes
course, so will your lists.**

Update all of your lists, often.

Often is defined as frequently; many times.



Setting priorities helps you to be more patient while working toward goals. You are able to achieve a sense of calmness when you prioritize. Doing first things first helps you be patient in going after the things that are most important to you. Although there are several targets that you set your eyes on, be realistic in your expectations. Recognize that it is wise to go after them in stages. When you focus on one major project at a time, explosive success is more attainable.

Dedicating time to a single project helps you develop strong ideas. You have the energy to turn ideas into reality when you put all efforts into achieving **one goal**. By looking at the overall benefits of your goals you're able to identify the ones that are most important.

There are dozens of books available about the value of focusing and completing small or single goals and then moving to the next when completed. But then there is life. Get done what you can, and things will move in the direction you push toward - if you push you.

How To Be More Productive...

Define Your Priorities By Defining Your Task First

Task List	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

“Doing the right thing first means you may not have time to do the wrong thing later.”

— ROBBIN

Clear your mind except for your current priority as you're focusing on that task or goal. Accept that there is a time to achieve all things you view as important to be successful in life. Focus each day on taking one step at a time toward your goals. Recognize that the things you desire are possible when you exercise patience.

Are your priorities being sabotaged?

Do you really need to post a pic you just took, or sit around texting people, when you could be using your time specifically towards one of your goals? **Every minute of every day counts.** Use them toward your goals if your goals are real.

You must manage your priorities with your goals in mind. If you have clearly defined your goals then you understand what not to be doing. Do not waste your time on things not directly affecting you accomplishing your goals. Wasting your time means throwing away opportunity for you to accomplish your goals. Not working your priority list is the same as wasting your time.



Consider accomplishing your goals by deciding what your priorities are at any one point. Good things happen when you set priorities.

Key You Point

Examine your goal & to-do list: To help you decide what your priorities are.

Many times, your priorities and your goals **seem** the same. Sometimes they are the same. At other times your priorities are smaller steps you need to take to get to the bigger goals.

You must manage your priorities with the goal in mind even if it is only one step toward that goal. Separate your most important task and the less important priorities by their value to you and your life. If it helps you increase **you**, it is a higher priority.

Stop & Think



About Your Priorities

Think - Think - Think

Focus on the specific task/actions you have already decided that are needed.

Check all of your resources to be sure you are considering the many factors that will require your attention and focus.

NOTES:

Work your highest priority first. Read your to-do list daily to refresh your mind on what you should be doing next and things you might be thinking about. Be aware that a lower priority item could become a higher priority problem. Refresh your brain with the consistent review of what really is important to you to be able to reach your goals. That should be on your career list and personal list. All other lists are just notes and you should hang onto those notes for a short period to see your patterns. You can use the back of the to-do list to write basic notes and thoughts.

Do not waste your time on things not directly affecting you accomplishing your goals. Wasting your time also means throwing away your opportunity for you to accomplish your goals. Not working your priority list is the same as wasting your time. **Consider accomplishing goals as your leading action on what your priorities are at any one point in time.** Continuously examine your goal list to help you decide what your priorities are. A simple way to define the importance of the single priority is to answer the same questions each time. Examine each question to decide if it is a priority. Every question must be asked but not every question has an answer. Sometimes answers to the questions come a little later in the accomplishing your goals process.

As we have been referencing, you must learn to change your tasks and priorities as circumstances change. You must rewrite your list often, changing your task to get even closer to your goals. **This is not failing, this is adjusting your actions to better align with your goals.**

NOTES:



BEFORE AND AFTER EACH WORK CYCLE

**YOU HAVE OPPORTUNITY
TO PLAN PREVIOUSLY WASTED
YOU TIME TOWARD YOUR GOALS**

BEST TASK TO COMPLETE

Monday AM	_____
Monday PM	_____
Tuesday AM	_____
Tuesday PM	_____
Wednesday AM	_____
Wednesday PM	_____
Thursday AM	_____
Thursday PM	_____
Friday AM	_____
Friday PM	_____
Saturday AM	_____
Saturday PM	_____
Sunday AM	_____
Sunday PM	_____

It does not make sense to do the right thing at the wrong time.

If you think about it, by doing the right thing at the wrong time you are actually doing the wrong thing. Do not allow yourself to do things that you have not carefully considered.

One very effective way to keep your priorities in the right order is to plan them out days, not hours, in advance. The more you think about any situation, the more effective you will be handling that situation.

Nobody likes to get up early. But people that accomplish most of their goals do get up earlier and they use that time for personal planning and personal reflection. A morning session with you managing you is more effective than an evening session. You are fresher and more alert in the morning after you're fully composed and ready to go to work. Do not get up and do your planning session in those same clothes you rolled out of bed in. Get up, wake up, clean up, power up – and just before you're ready to leave, insert 30 minutes for yourself. Every day, sit with yourself for 30 minutes and think about what you're going to do for the next few days, the next few months, the next few hours. Think about the balance of the day in front of you, about tomorrow and beyond.

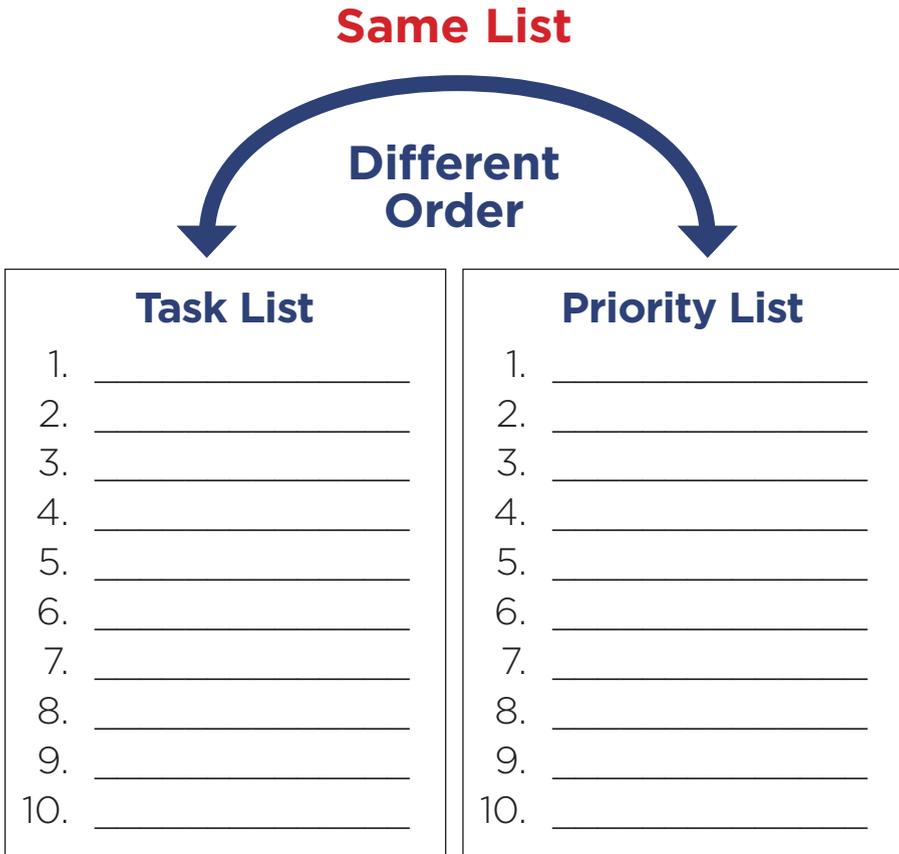
You will find that the 30 minutes invested in yourself will double, triple, even quadruple your effectiveness in following through with each task that you are now mentally prepared to complete.

Decide **what** your task is. Decide **how** you're going to do your task. Decide **when** you're going to do your task. Decide **how** to adjust your plan as needed to stay on track and accomplish that task toward your goal.

THE BEST DAY TO RECAPTURE WASTED TIME IS:

Any day that ends with the letter Y.

A **Priority List** is what you use to work your **Task List** into the right order.



**Priority Lists Are Your
Task Lists Reorganized**

Many successful businesses and tens of thousands of successful projects have been accomplished by working the right task, in the right order, at the right time.

You can come up with the answer to the question of “when” by understanding the other aspects of the goal and those tasks. All of the other information about your goal helps you make a decision about specific things related to your goal.

The more you think about the task needed to accomplish your goal, the more likely it is that you will accomplish that goal. You likely have right now, at this point in your life, much more time available that you can focus on and achieve your goals. Get serious about You-Time but make sure it is at the right time.

What to do first?

Why?

NOTES:

Separate Your Task In Order Of
Your Priority Needed
To Accomplish Your Goals

List By Task Importance

Very Important	Not as Important
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

Plan – Focus – Consider



We all need each other to prosper.

Without each other, there can be no accomplishments. Realize that others are willing to help you, just as you are more than likely willing to help others.

SECTION 6:

Building & Securing Your Confidence

**“If you think you can do a
thing or think you cannot
do a thing, you’re right.”**

— HENRY FORD

You-Affirmations...

- I am caring
- I am strong
- I am unique
- I am talented
- I am beautiful
- I am honest with myself

I am...

Your most controllable resource and arguably your most valuable is confidence. It is a known power source. Adapt the time, habits, action, and priority tools, and you can manage you and get noticeable benefits; but only if you think you can.

People can see your confidence, or lack thereof.

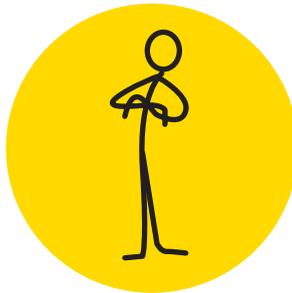
Confidence is where energy/power comes from. Confidence contains power to accomplish your goals. You must have the belief in yourself to be able to re-balance your time, habits, actions, and priorities. If you do not believe you can reach your goals, then you will not.

Time, habits, actions, priorities, and confidence. Having confidence means you also have the power to think through things more carefully. You can more easily control your emotions with confidence. You can stay focused on goals that you have. It will happen if you make it happen and if you believe you are capable of you managing you.

This is about “you” confidence. Confidence you can control when you manage you. With that confidence you can execute the habits to make actions happen on your priorities to achieve your goals.

Confidence is also a part of understanding your priorities.

Have confidence that you are right about your confidence.



How often do you lie to yourself?

Often Not So Often Never

How often do you feel better than not so better?

Often Not So Often Never

How negative is your negative attitude?

1 2 3 4 5 6 7 8 9 10

How positive is your positive attitude?

1 2 3 4 5 6 7 8 9 10

The incredible power of a positive attitude can gain more traction for yourself than any other skill!

Little is more powerful in a relationship than confidence. The same is true in business, sports, and hobbies. Confidence is a “use it or lose it” resource. Confidence must be fueled to keep you going in your mind just like your body needs fuel to operate.

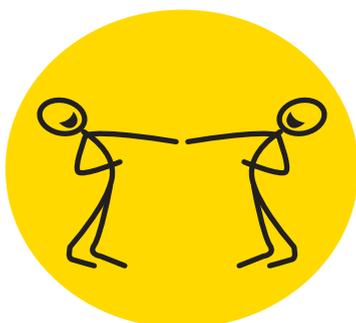
You will feel the changes you managing you will bring and your confidence will be more involved and ever-increasing..

Get serious about you.

There have been hundreds of seminars, books, and recordings, and they all talk about the same thing – things you should do – and for the most part, they are all right, always leading back to the same principles. All of the books you read and the videos you watch will give you versions of self-help programs that also utilize these basic 5 areas of value and focus for you managing you.

Confidence in part is from the pure belief that you have it in yourself to keep going and get where you want to be mentally, physically, spiritually, and financially. You must believe in yourself to have self- confidence. Manage time, habits, actions, and priorities with that confidence.

A significant influence on you can be how others perceive you. If you are managing you, it will be obvious that you **“have it together.”** When you feel this confidence in you from others, it will fuel your self-confidence tremendously. You need to look like the person you want to be. You must have basic belief in you. You need to believe in your own general competence and your ability to take action when needed. You need to believe in your ability to follow through. You need to believe in your ability to overcome obstacles. You need to believe in your ability to ask for help. Self-confidence allows you to believe that you are on the right road and that wherever you are is where you are supposed to be.





You Can If You Think You Can

“As is our confidence so is our capacity.”

— WILLIAM HAZLITT

You + self-confidence = You with self-confidence.

Self-confidence coupled with your passion will set you apart from the rest because you will be perceived to be one of the best.

Your confidence has a lot to do with your comfort zone. If you are settled in a comfortable routine, you have no reason or need to stress because everything is preset in your world.

New actions or routines will help break up that comfort and will go a long way to supporting your confidence. Make a change from your day-to-day routine, mix it up and try something new, something outside your norm. Think about and try to understand the benefits of getting outside your comfort zone. Venture into your unknown. Learn how to deal with situations when you're uncomfortable. Don't shy away from being uneasy – get used to difficult situations that make you uncomfortable. It's a talent that will serve you well!

Obviously, your brain controls a large degree of your self-confidence. As previously discussed, be sure that you feed your brain with mental nutrition just like you feed your body.

Mindfulness is a positive, proactive way for you to feel in more control of yourself and mindfulness can significantly boost your ability to cope with day-to-day situations. Being aware of your confidence will empower you to feel more comfortable and be better at attracting your goals.

Your entire life is based on your thoughts. Always keep in mind how important your confidence really is to you.

**Work the goal.
Build the goal.
Enjoy the goal!**



TIME TO...

Time to Complete

Next Steps

Time to Consider

Next Steps

Time to Plan

Next Steps

Mindfulness = Meditation Techniques

Basic meditation techniques are great to relax your mind and be better able to focus on what is really going on with you. You cannot get good at mindful meditation in hours or days, but you will begin to notice a change in you in just a few weeks if you really stick with it. Learn it and you will absolutely notice a difference. It is time well vested in you and I promise will help your focus.

Allow your body to settle into a most-relaxed position. Breathe deeply in through the nose and out through the mouth.

The most difficult thing to think about is nothing. During this time, focus on a specific goal and the task.

Key meditation techniques include sitting in a fully relaxed position without any type of distractions. Another technique is to be very aware of your breathing and focus on your breathing.

Many other techniques may suit your time and or place, and I encourage you to find your zone and zone out and focus totally on you. Your goals. Your task needed to get to your goals. It is not dreaming. It is you being focused.

Practicing these mindfulness techniques will support and help you build your confidence.

These techniques are widely used by many who are in control of themselves and have increased value as a result of that control. As a result of those two facts, they earn more than average.

Mindfulness is you being more aware of you. Being aware of what you need to do to follow through with the commitments you have made to yourself. Being more aware of your **time**, your **habits**, your **actions**, and your **priorities** is being more aware of you.

BELIEVE YOU

**You believing in you
will allow others to
do the same.**

Confidence Builders Can Be You Talking To You

These should be repeated to you, by you, daily.

- I can do what I think I can do.
- I will follow up; follow through.
- I believe in my potential.
- I believe in myself.



**YOU MANAGING YOU
MINUTE BY MINUTE**

To Do List

Attitude & You

Always be aware of your attitude: the good one, the bad one, and the ugly one. Your attitude is as clear as the color of your shirt when people look at you, and unless you are a really good professional actor, you can't fake it.

YOU MANAGING YOU MEANS A DAILY ATTITUDE CONVERSATION WITH YOU, ABOUT YOU

Talk aloud to yourself about your goals.
Use affirmations to reinforce your intent.

*“Your focus should not only be the last answer,
but also the next question.”*

— ROBBIN



CIRCLE PLANNING

Circle the 5 days next month that you can commit at least one focused hour dedicated toward one of your specific goals.

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

Circle the 5 days that you will do a comprehensive to-do list update.

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

Circle the 3 days this month that you will re-evaluate your goals. Plan to zone out and focus deeply on your goals on these 3 days.

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18 19 20 21 22 23 24
25 26 27 28 29 30 31

Follow up on these dates and complete the commitments you have made to yourself.

Confidence Question:

Are you doing everything you can do to achieve your goals?

If so, then you should feel good and have confidence that you are taking the right actions at the right time. If you are not doing everything you can, you need to get even more serious and focus your 5 points of value to better serve you.

1. Time
2. Habits
3. Actions
4. Priorities
5. Confidence

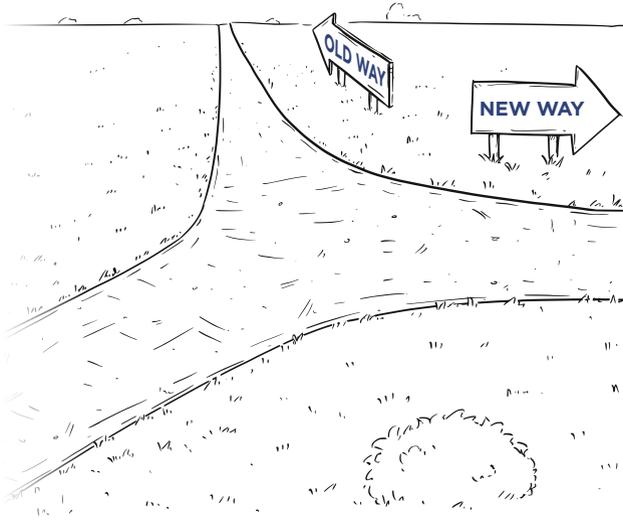
If you manage your 5 most valuable resources, you will be managing you. By managing you, your confidence will grow.

Control will grow

Value will grow

Income will grow

YOU will grow



Your Decision

Do you **really**
want to manage you?



Think about you.

Think about your goal.

Think about what you must do to get to your goal.

What do you need to do next to get to your goal?

Cross something off your to-do list because you're done with that task. Make crossing off things a habit. Feed the habit with actions. Keep crossing off completed things from your to-do lists.

“Successful” people make it look simple because it is just not that complicated. They make more income because they get twice and more the amount of work done, whether you want to believe that or not. This whole book is to get you to recognize that single point. These basic you managing you techniques should be your basic tools that you build on. This book is full of foundation techniques for you to build you.

It does not take a huge amount of effort to make above the average national income. It does take focus on specifics. Those specifics are time, habits, actions, priorities, and confidence.

Think about these things every hour of every day and get results in more areas of your life than you have ever experienced before.

Initially you may fill your mind with clutter and get overwhelmed by your list.

Persist on. It will get easier.



Take the help this book offers and the help others around you offer to step up to your own challenges and goals.

You Can.

DO NOT STOP!

Phase two is you learning how to write better lists and maintain them. Those better lists will guide you through your time. The listing will come more naturally as you get better at managing yourself.

The amount of results is directly proportionate with your efforts toward you managing you. You should be planning and focusing your thinking on and about your goals several times each week totaling hours not minutes. Organizing yourself is important to do. You should think about resources you have and that you need to accomplish your goals. The more planning you do, the more you accomplish by making smarter decisions.

The only place you would not have a to-do/action/task/priority list with you is in the shower, and it should be at arm's length even then. Do the things that others have done. Just realize that if you don't have what you want, it is your fault and no one else's. Doing these things will make such a huge difference in your mental positioning and allow you to grow in so many ways. Even before the potential relationship and financial gains, you will see and feel a confidence in yourself and be so much more in control of you.

Think about your top 5 points of value - read them, research, and read them again. Get your to-do list going. Scratch out what you should not have written down or have written in the wrong place. Cross out what you have done. Keep the list active, every hour of every day. Make decisions and do things.

Rewrite what you still need to do and keep those tasks moving forward. Keep one list for everything outside your career/business. Keep a separate list for all career/business activities.

Your goals are NOT your priorities. Your tasks decide your time allocation and next step to-do priorities. Accomplishing your task priorities leads you to you accomplishing your goals.

I have been carrying notes from a poster I call the “Pathway To Success” with me for many years and read it often. Not knowing who the author was that penned the many paragraphs, I would like to thank him or her. The suggested steps are outlined:

Say yes to your yearnings because you can.

- Start a journal
- Visualize your success
- Evaluate your beliefs
- Act “as if”
- Spend time in nature
- Finish unfinished
- Acknowledge gifts
- Eliminate “I can’t”
- Start small
- Resist self-judgment
- Expect resistance
- Write down your goals
- Create and read affirmations
- Do what you love
- Go out and scare yourself
- Accept all of your feelings
- Educate yourself on specifics
- Give up excuses
- Accept confusion
- Say no when you mean no
- Stay out of overwhelm
- Answer your what ifs

Practice patience with yourself & others.

Trust your instincts after questioning them.

- ☑ Overcome the “not good enough” syndrome
- ☑ Accept and believe compliments
- ☑ Do something different every day
- ☑ Know there is no right time

If you think about what you need to do then consider in what order of priority, you will know what to do next.

YOU MANAGING YOU

MINUTE BY MINUTE – EVERY HOUR OF EVERY DAY.

Always be aware of:

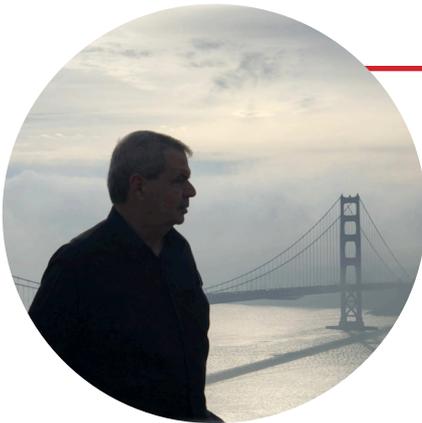


- you time
- you habits
- you actions
- you priorities
- you confidence

Be very aware of how you are managing you.

Thank you for taking the time to consider what is possible for you. You have the power of change within reach. You have the ability. You have the resources. Take the chance on you being right about you. There is no one else who can manage you like you. I urge you to apply what you've learned here and be more aware of how to achieve more results for you.

Thank you & I wish you the best.



***“I hope you find your
bridge to crossover.”***

— ROBBIN McCOOL

Visit www.youmanagingyou.com

for updates on adjusting your
attitude toward your goals.

About the Author



Robbin was born into a military family of five boys and two girls. His love of travel and strict personal discipline has served him well. His 30+ years in the beverage industry have made him well-known by many in his circles. He has a reputation for getting difficult things done.

Work ethic is most important to him. He has made it his mission to instill that same principle in co-workers and the many others who have asked him for his help, both personnel and business related.

Robbin has had many titles over the years, including manager and director, VP, board member, and most recently, head of new product and a part of new business development for an industry-leading company.

Some of his accomplishments include:

- Business degree
- 27 US Tea Association Certifications
- Several beverage specific certifications
- Awards for various projects and products

Robbin states: I'm unsure how to keep a "success" score, but for me I'm winning. I've been married for 15,411 wonderful days (as of 1/1/20), coupled with an amazing family and one incredibly intelligent grandchild. I am very comfortable in life."