

The Time of Your Life

A Successful Life in Balance



The 3 Laws of Time Mgmt.

The 3 Laws of a Successful Life in Balance- Time Management are:

- 1) The Law of Lifestyle,**
- 2) The Law of Attention, and**
- 3) The Law of Control.**

Law of Lifestyle

- **LIFESTYLE** opposite of **DIET**
- **Paradigm** for all areas of life
- Starts with **who I see myself as being**



Your Catalyst

- ⚠ **Important changes only happen with a LIFESTYLE permanent change mentality- not a DIET quick fix mentality!**

Law of Attention

- Get more done with **focus**
- Set **Priorities**
- Define **Issues**
- Then find the **Lever- The ONE Thing**



Law of Attention- Priorities

Set Priorities- How do you Fill the Jar



Law of Attention- Continued

- Define **Issues**
- Then find the **Lever- The ONE Thing**



Your Catalyst

- ▶ Discover the **ONE THING** that will add the most value to your Life. Apply the Law of Attention to this first as your top priority.

Law of Control

I am not a Victim





Your Catalyst

▲ If you say as a matter of **LIFESTYLE that every bad thing that comes your way is your Fault, you have a chance to fix it, otherwise you are at the whim and control of all your life circumstances!**

Law of Control- Results

- **Conscientiousness**
- **Perseverance**
- **Proactive**

Tools

- Action Plans
- Calendar with Time Blocks
- Delegation
 - Good Communication
 - Accountability