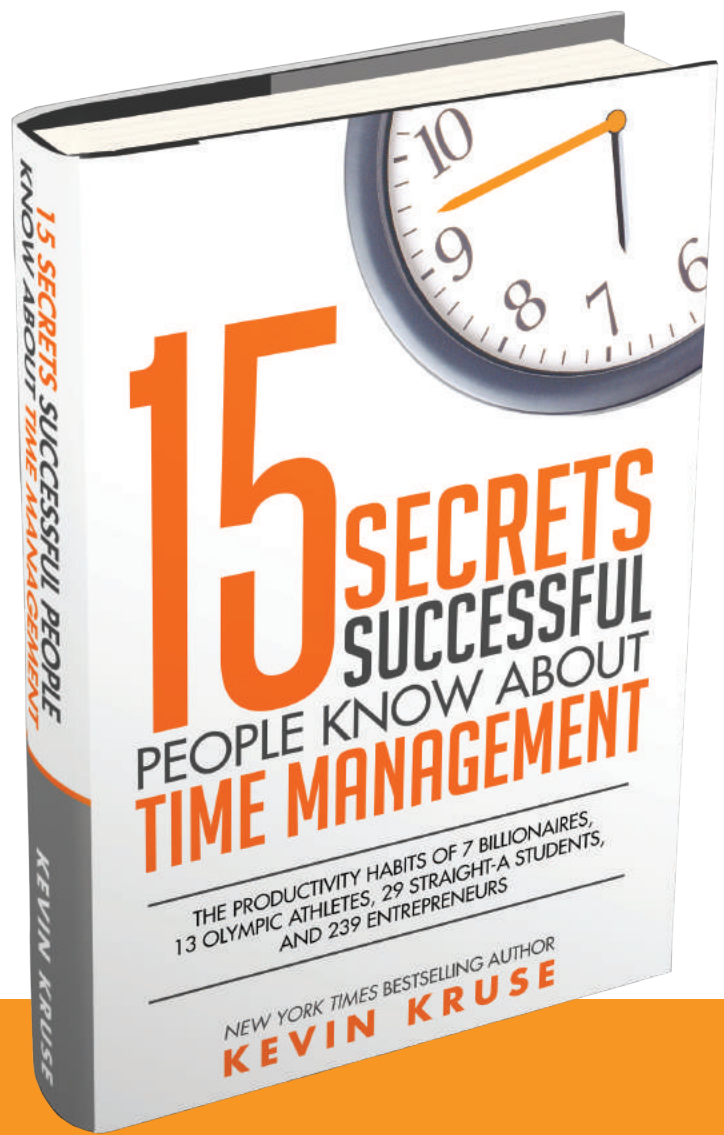


15 Secrets Successful People Know About Time Management

QUICK START ACTION PLAN

This bonus workbook includes:

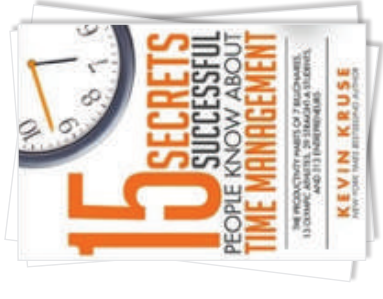
- ▶ The 15 Surprising Things Ultra-Productive People Do Differently
- ▶ How Millionaires Schedule Their Day—One Page Planning Tool
- ▶ 1440 Reminder Card
- ▶ Identify Your Most Important Task
- ▶ The Procrastination Cure
- ▶ Get The Most From Your Notebook
- ▶ Get To Inbox Zero Everyday Infographic
- ▶ Maximize Your Meetings Sign
- ▶ Change Your Morning, Change Your Life Infographic



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THE 15 SURPRISING THINGS ULTRA PRODUCTIVE PEOPLE DO DIFFERENTLY

15 Secrets Successful People Know About Time Management, by New York Times bestselling author, Kevin Kruse, is the **only** guide based on actual research into thousands of working professionals and on interviews with Mark Cuban and other billionaires, Olympic athletes, straight-A students, and over 200 entrepreneurs.



#1: They focus on minutes.

There are 1,440 minutes in every day. Invest every one of them intentionally.

#4: They beat procrastination with time travel.

Your future-self can't be trusted. What can you do now to make sure your future-self does the right thing?

#7: They only check email three times a day.

Don't let email or social media interrupt your flow; schedule times to read and respond to email.

#10: They follow the 80/20 rule.

80% of outcomes come from only 20% of activities. Identify the 20% and ignore the rest.

#13: They touch things only once.

If something will take less than 10 minutes to complete, do it immediately..

#2: They set daily priorities.

Identify your Most Important Task (MIT) and work on it for two hours each morning.

#5: They make it home for dinner.

There will always be more that can be done. Time-block your priorities and end the day guilt-free.

#8: They avoid meetings at all costs.

Don't hold meetings. If you have to, keep them short and make everybody stand up.

#11: They delegate or outsource almost everything.

Identify your unique ability, utilize it, and outsource everything else.

#14: They have a consistent morning ritual.

Wake up early and give yourself 60-minutes for mental, physical and spiritual health.

#3: They don't use to-do lists.

Throw away your to-do list; instead schedule everything on your calendar.

#6: They use a notebook.

Capture everything in your notebook so your mind can stay carefree; move to-do's to the calendar.

#9: They say "no" to almost everything.

Every "yes" is actually a "no" to something else. Say no to everything outside of your goal areas.

#12: They have work themes for days of the week.

Create a set day of the week schedule to focus on major areas; batch your tasks during the day.

#15: They don't think about time; they focus on energy.

Maximize your energy to maximize productivity. Focus on sleep, diet, exercise and short breaks throughout the day.

THE MILLIONAIRE'S DAY PLANNER

Date: ___ / ___ / ___ THEME: _____



MOST IMPORTANT TASK (MIT)

What activity will most contribute to your primary goal?

SCHEDULE

Make sure to schedule a one to two hour time block for your MIT, specific times to process your email, and a "hard stop" for the end of your work day. Remember, there will always be more to do, and more than can be done.

- 5:00 _____
- 6:00 _____
- 7:00 _____
- 8:00 _____
- 9:00 _____
- 10:00 _____
- 11:00 _____
- 12:00 _____
- 1:00 _____
- 2:00 _____
- 3:00 _____
- 4:00 _____
- 5:00 _____
- 6:00 _____
- 7:00 _____
- 8:00 _____
- 9:00 _____
- 10:00 _____

Can any of these tasks be DELETED, DELEGATED or REDESIGNED?

CONNECT — COLLABORATE — CREATE

MORNING RITUAL

PHYSICAL

- Hydrate
- Eat
- Move (20+ minutes)

MIND

- Meditate or Pray
- Journal or Write
- Read or Learn

FOOD AS FUEL

- Breakfast ___:___
- Snack 1 ___:___
- Lunch ___:___
- Snack 2 ___:___
- Dinner ___:___

WATER



EXERCISE TIME:

_____ : _____

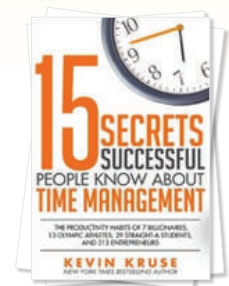
REMEMBER!

Take a 5-10 minute break after every 50 minute work sprint.

New York Times bestselling author, Kevin Kruse, created this planner based on his interviews with 7 billionaires, 13 Olympians, 29 straight-A students, and over 200 entrepreneurs.

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Most Important Task (MIT) Worksheet

Identify Your Top Workplace Priority

WORKPLACE GOALS



TASKS THAT SUPPORT YOUR GOALS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



POWER Q's

- 1) Which of these tasks provide the most value to my company?

- 2) Which tasks offer the most leverage (i.e., apply the 80/20 rule)

- 3) Which tasks can only I do?

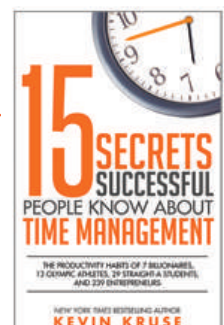
REMEMBER! Don't confuse "urgent" with important.



MIT

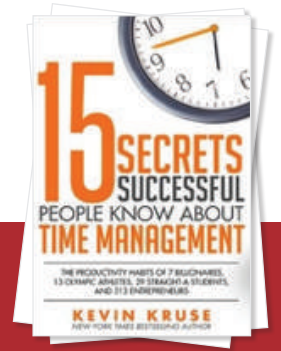
*REMEMBER!
Time-block your MIT as early in the day as possible.
Shut off phones, email, social media notifications.*

This worksheet is based on my interviews with 7 billionaires, 13 Olympians, 29 straight-A students, and 239 entrepreneurs. It also reflects the process I personally used as I went from "crazy busy and broke" to "productive and prosperous".



The Procrastination Cure

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WHAT IS IT?

Procrastination \neq Laziness

20%

 are chronic procrastinators

Procrastination is the habit of putting off important, less pleasurable tasks by doing easier, more pleasurable tasks.

FIVE PROCRASTINATION BUSTERS



Pleasure & Pain

Visualize the positive feelings you will get having completed the task, and the negative outcomes if you don't.



Accountability Partner

We are less likely to break public commitments and to disappoint others, so find a friend who will hold you accountable for doing what you say you want to do.



Carrots & Sticks

Give yourself small rewards for completing tasks, and setup penalties if you don't.

Remove Temptations



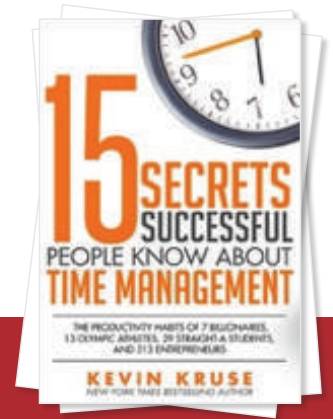
Time Travel

We are all "time inconsistent" and suffer from "present bias." We routinely make decisions now, but fail to act the way we think we will in the future (e.g., we order workout DVDs from an infomercial but never use them; we plan to go to the library every weekend to study for finals, but end up cramming the night before the exam.) Your future-self always tries to sabotage the intentions of your present-self.

Mentally time travel to the future and think of all the ways your future-self will try to procrastinate (I'm too tired. I'll do it tomorrow. I have no clothes to wear. I deserve a break.) Plan now to overcome these thoughts and procrastinating actions.

Get The Most From Your Notebook

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WHY TAKE NOTES?

1

Helps memory and recall

2

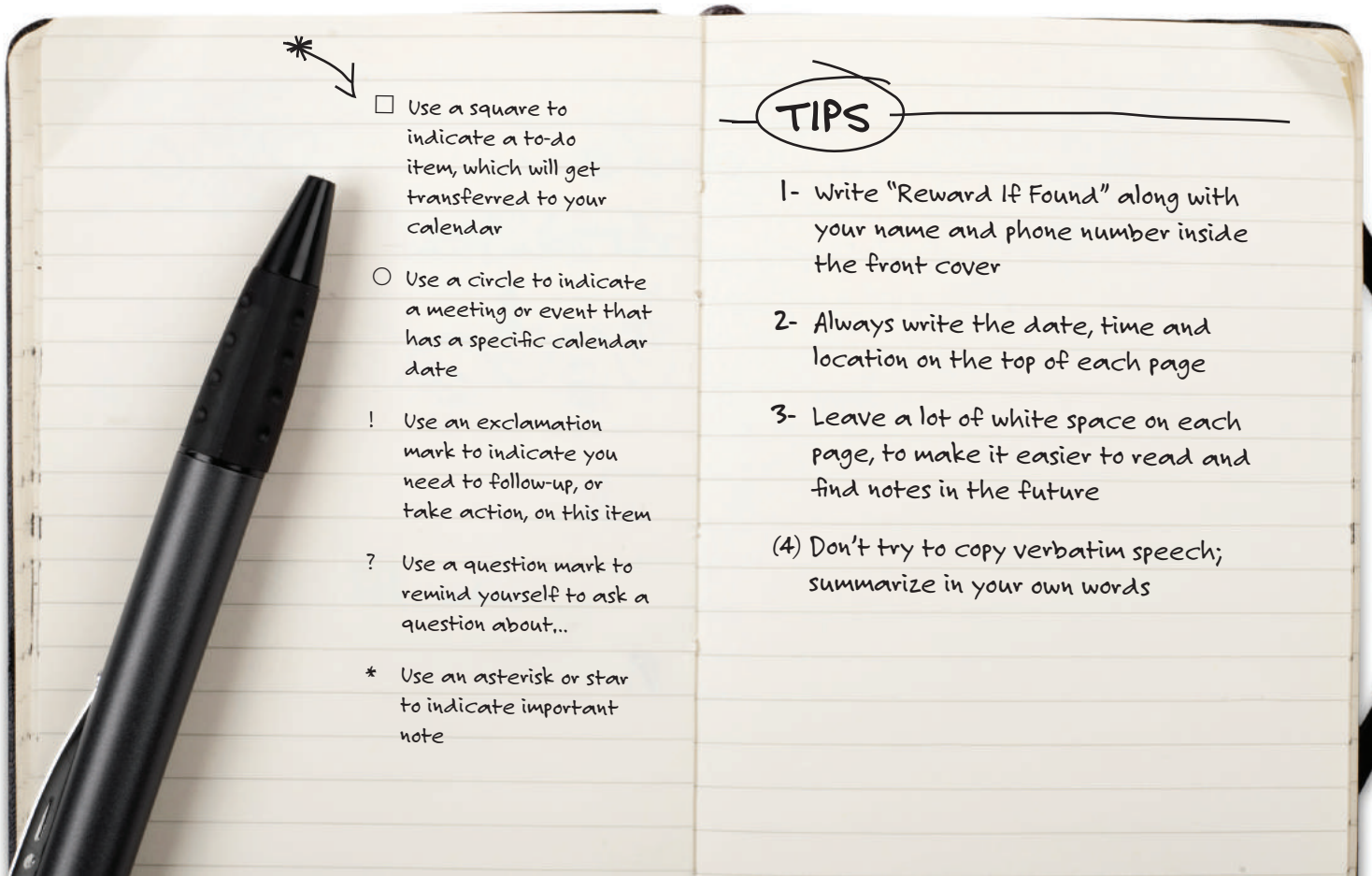
Reduces stress & cognitive load

3

Becomes a journal; leave a legacy!

THE PEN IS MIGHTIER THAN THE KEYBOARD

A 2014 study compared students who took handwritten notes against those who used a laptop. Researchers concluded that longhand note taking leads to better learning and recall. Why? Taking notes by hand involves active listening and cognitive processing to record short notes. People who take notes on a laptop tend to robotically transcribe the spoken words, without doing the mental work. (Psychological Science, 2014, Mueller & Oppenheimer)



* →

- Use a square to indicate a to-do item, which will get transferred to your calendar
- Use a circle to indicate a meeting or event that has a specific calendar date
- ! Use an exclamation mark to indicate you need to follow-up, or take action, on this item
- ? Use a question mark to remind yourself to ask a question about...
- * Use an asterisk or star to indicate important note

TIPS

- 1- Write "Reward If Found" along with your name and phone number inside the front cover
- 2- Always write the date, time and location on the top of each page
- 3- Leave a lot of white space on each page, to make it easier to read and find notes in the future
- (4) Don't try to copy verbatim speech; summarize in your own words

321Zero

Email Mastery System

Highly successful people don't "check" their email constantly throughout the day. Instead, they schedule times to "process" email quickly and efficiently. Using the 321Zero System, you process email only 3 times a day, for 21 minutes each session, and use 4D's to get to inbox zero.



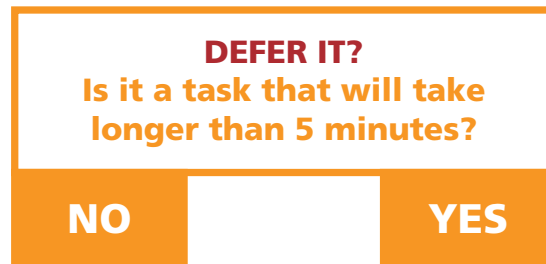
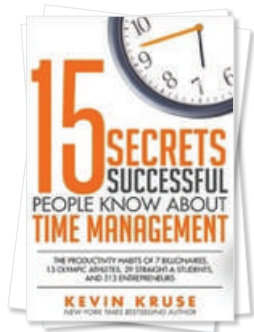
Open new email



Delete, Archive or File



Forward



Schedule on Calendar

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DO IT NOW!

(Takes <5 minutes)

MAXIMIZE YOUR MEETINGS



**Circulate
Agenda &
Supporting
Documents
Before The
Meeting**



**Make Sure
Key People
Are Invited;
Don't Invite
Non-Essential
Participants**



**Start The
Meeting On
Time**



**Silence Mobile
Phones & Take
Calls & Text
Messages
Outside**



**Empower the
Facilitator &
Designate a
Note Taker**



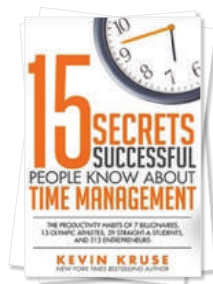
**Have "One
Meeting"
(No Side
Conversations)**



**Keep A
Countdown
Clock, or Timer,
Clearly Visible**



**End The
Meeting On
Time**



CHANGE YOUR MORNINGS, CHANGE YOUR LIFE



Wake Up Early

(6:00 a.m. or earlier)

BODY



Drink Water



Exercise



Healthy Breakfast

MIND



Journal



Read



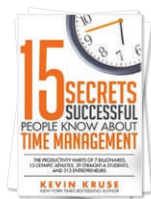
Meditate



Identify MIT

(Most Important Task)

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