

# Turbo Leadership Systems™

# The **TURBO** Charger

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To our clients and friends

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## Time Management Mind Set



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*Take charge of  
your time, take  
charge of your  
life.*

The Law of Correspondence says that your outer life tends to be a mirror image of your inner life. Everywhere you look, there you are. Everywhere you look, you see yourself reflected back. You do not see the world as it is, but as you are - inside. If you want to change what is going on in the world around you - your relationships, results, and rewards - you have to change what is going on in the world inside you. Fortunately, this is the part of your life over which you have complete control.

The starting point of excelling in time management is desire. Almost everyone feels that their time management skills could be vastly better than they are. The key to motivation is "motive." For you to develop sufficient desire to develop time power, you must be intensely motivated by the benefits you feel you will enjoy.

Your productivity can dramatically change if you add two extra hours to your day. Two extra hours per day, multiplied by five days per week, equals ten extra hours a week. Ten extra hours a week multiplied by fifty weeks a year would give you 500 extra productive hours each year. And 500 hours translates into more than twelve 40-hour weeks, or the equivalent of three extra months of productive working time each year. By gaining two productive hours each day, your productivity can explode and you can transform your personal and working life.

Your productivity and performance will increase by at least 25% over the next year. An increase in income will soon follow. Two more productive hours, out of the eight hours that you spend at work each day, is the equivalent of at least a 25% increase.

When you leverage the power of time, you

will have a greater sense of control over your work and your personal life. You will feel like the master of your own destiny, and a powerful force in your own life. You will feel more positive and powerful in every part of your life.

One of the keys to developing a stronger internal focus of control is to manage your time and your life better. The more skilled you become at managing your time, the happier and more confident you will feel. You will have a stronger sense of personal power. You will feel in charge of your own destiny. You will have a greater sense of well-being. You will be more positive and personable.

You will have more time for your family and your personal life as you get your time and your life under control. You will have more time for your friends, for relaxation, for personal and professional development, and for anything else you want to do. When you become a master of your own time and recapture two hours per day, you can use that extra time to chase your dreams.

Figure out how you can add two hours of productivity to your day. Make a schedule of your day and find where you can squeeze two hours of time out for maximum efficiency.

Your first step to mastering your time power is by using a time log. The late Peter Drucker said that one of the things all of the senior managers he had interviewed over his 50-year career as a management consultant and advisor had in common was they knew what happened to their time. Use a time log for three days. Record what you did on the form in 15-minute intervals. You will be amazed at what you learn. ###

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