

# Turbo Leadership Systems™

# The **TURBO** Charger

Phone: (503) 625-1867 • Fax: (503) 625-2699 • email: [admin@turbols.com](mailto:admin@turbols.com)

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To our clients and friends

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## Create Large Chunks of Time



Larry W. Dennis, Sr.  
President,  
Turbo Leadership  
Systems©

*Habits make  
us or break us*

This strategy requires a commitment from you to work at scheduled times on large tasks. Most of the really important work you do requires large chunks of unbroken time to complete. Your ability to create and carve out these blocks of high value, highly productive time is central to your ability to make a significant contribution to your work and to your life.

Thoughtfulness may be defined as a careful concern for the secondary consequences of each decision and each action. This is the essence of strategic thinking.

Successful salespeople set aside a specific time period each day, as an example, for phone prospecting. Rather than procrastinating or delaying on a task that they don't particularly like, they resolve that they will phone for one solid hour between 10 and 11 AM and they then discipline themselves to follow through on their resolutions. Click [here](#) to read the classic speech, "Common Denominators of Success."

Many business executives set aside a specific time each day to call customers directly to get feedback.

Some people allocate specific 30-60 minute time periods each day for exercise. Many people read in the great books 15 minutes each night before retiring. In this way, over time, they eventually read dozens of the best books ever written.

The key to the success of this method of working in specific time segments is for you to plan your day in advance and specifically schedule a fixed time period for a particular activity or task.

You make work appointments with yourself

and then discipline yourself to keep them. You set aside thirty, sixty, and ninety minute time segments that you use to work on and complete important tasks.

Many highly productive people schedule specific activities in preplanned time slots all day long. These people build their work lives around accomplishing key tasks one at a time. As a result, they become more and more productive and eventually produce two times, three times, and five times as much as the average person. For more ideas on how to maximize the value of your time, click [here](#) to order an autographed copy of "*Making Moments Matter - 89 Tools for Taking Charge of Your Time.*"

Here are two things you can do immediately to put these ideas into action:

First, organize each day to create large chunks of time you can use for key task completion.

Second, make a written appointment with yourself to work on a key task at a specific time.

### Want to increase your sales?

**Turbo's "6 Steps to Turbo Charge Your Sales" increases the effectiveness of every person in your organization who touches the customer. You develop a strategic process for insuring that everyone is on purpose, leveraging all sales opportunities.**

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