

Turbo Leadership Systems™

The **TURBO** Charger

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To our clients and friends

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The Laws of Time Management



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*Making your
moments
matter*

Everything you are today and everything you become in the future will be determined by the way you think and the way you use your time. Your attitude toward time is a critical factor in all you do and everything you accomplish.

The clearer you are about your goals and objectives, the more efficient and effective you will be in achieving them. Clarity accounts for probably 80% of success and happiness. People with clear, written goals accomplish far more in a shorter period of time than people without them could ever imagine.

Your ability to set clear and accurate priorities on your time determines the entire quality of your life. To achieve great things, you must always be concentrating on the small number of activities that contribute the greatest value to your life and work.

Before you start something new, you must discontinue something old. You can gain control of your life only to the degree to which you stop doing things that are no longer as valuable or as important to you as other things you could be doing.

Your most valuable asset is your earning ability. Your ability to earn money is the most valuable asset you have. Your earning ability is a depreciating asset, like a car or a piece of equipment. You must continually maintain and upgrade the quality of your earning ability to keep yourself at the same high level of productivity, performance and output.

Every minute spent in planning saves ten minutes in execution. The purpose of “personal strategic planning” is for you to increase your “return energy,” and return on the mental, emotional, physical, and spiritual

capital you have invested in your life and career. **See Chapter 7 in *Making Moments Matter* - 89 Tools for Taking Charge of Your Time.**

Your rewards will always be determined by your results. You will always be paid in direct proportion to what you do, how well you do it, and the difficulty in replacing you. The fastest way to get paid more and promoted faster is for you to achieve a greater quality and quantity of results for your company and yourself. **See Chapter 1 in *How To Turbo Charge You* - “Want to Get a Raise.”**

Time management enables you to control the sequence of events in your life. Your entire life today is the sum total result of the quality of your choices and decisions to this moment. If you are not happy with any part of your life, it is up to you to begin to make different choices and better decisions.

Analyze the way you spend a typical day or a typical week. What are the things you need to do more of, sooner, in order to improve the quality and quantity of your output and results?

Check **here** and we will happily email a time log so you can begin to analyze where your time is going. This is the first step to better time investment.

To learn more about Larry’s workshop, “***Making Moments Matter***”, visit our website at www.turbols.com/workshops_presentations.html. This 90-minute workshop has an immediate and lasting impact on how you and your team use your time.

Please forward this to friends, co-workers, customers or relatives who you feel might enjoy it.

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