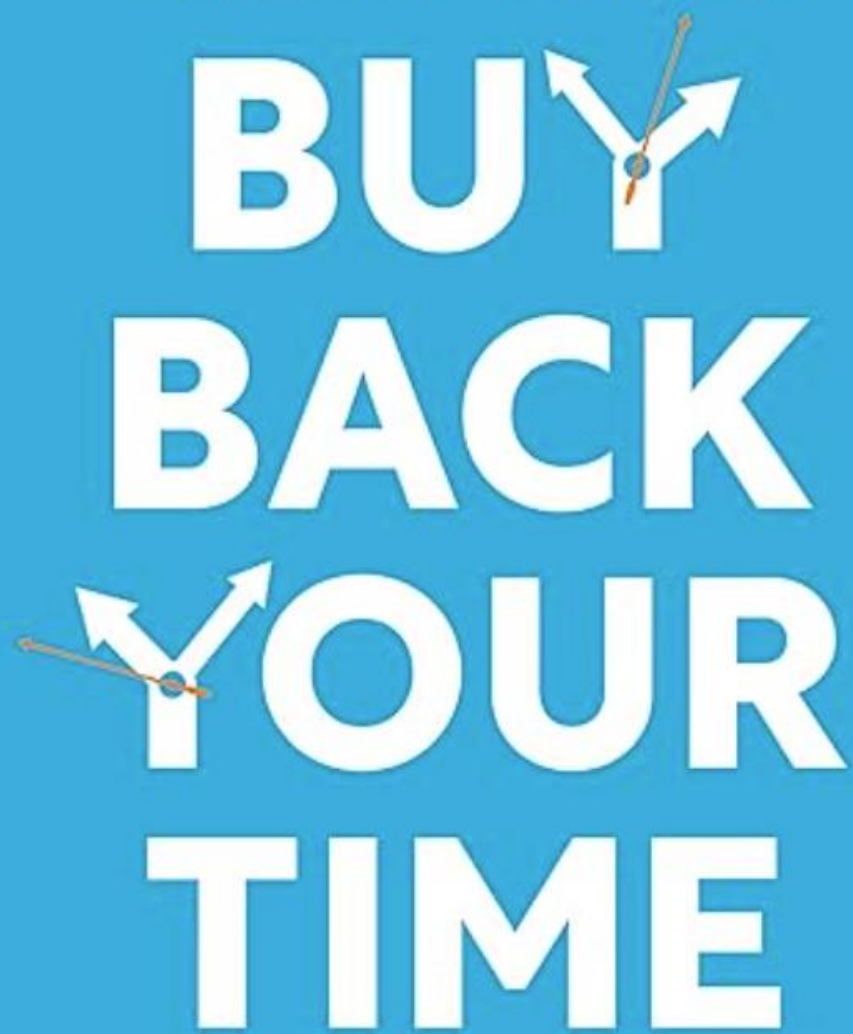


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WALL STREET JOURNAL BESTSELLER

DAN MARTELL

BUY  
BACK  
YOUR  
TIME

The title 'BUY BACK YOUR TIME' is written in large, white, bold, sans-serif capital letters. The letter 'Y' in 'BUY' has two arrows pointing upwards and outwards from its stem. The letter 'Y' in 'YOUR' has two arrows pointing upwards and outwards from its stem. The background is a solid blue color.

GET UNSTUCK, RECLAIM YOUR FREEDOM,  
AND BUILD YOUR EMPIRE

What Every Successful Entrepreneur *Knows*

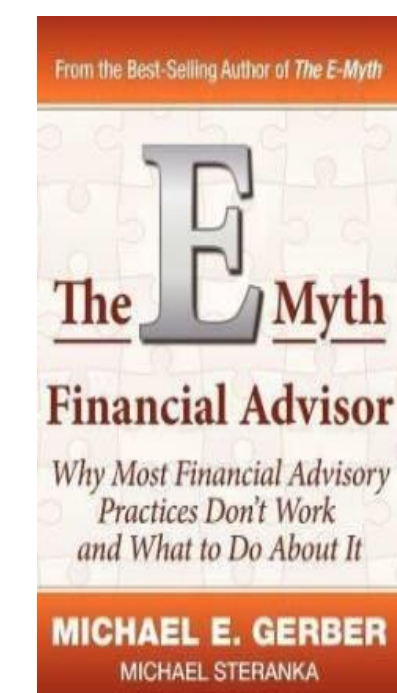
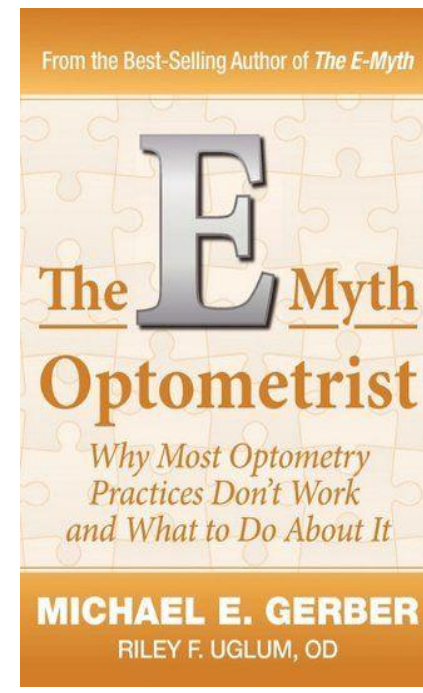
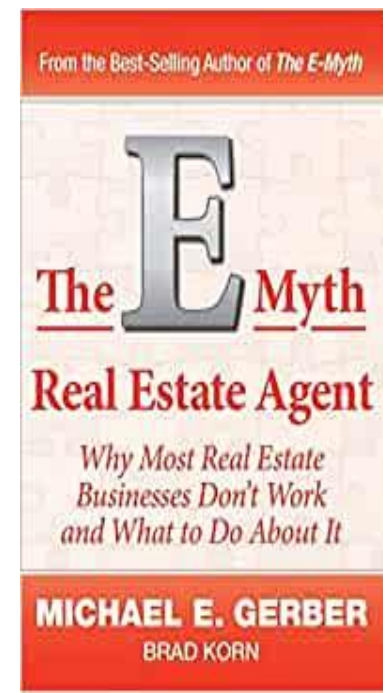
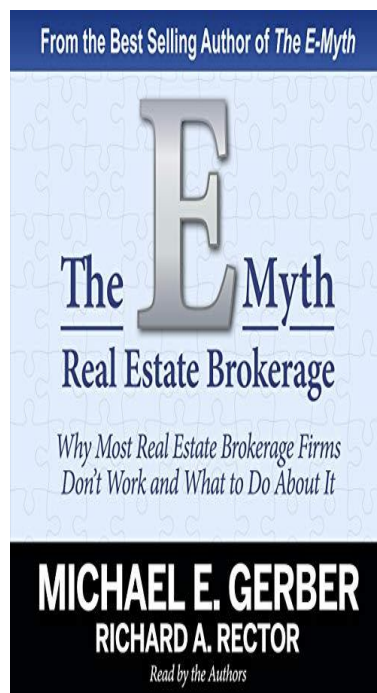
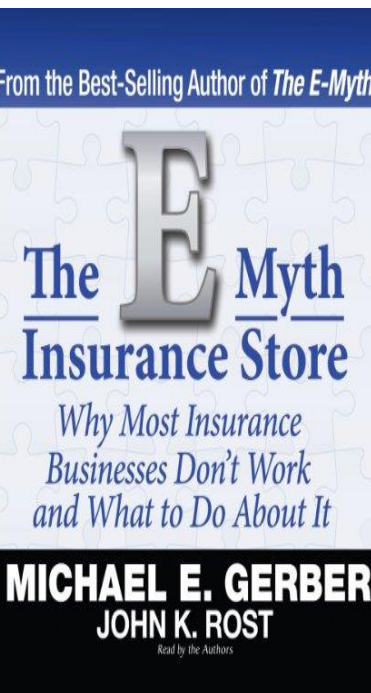
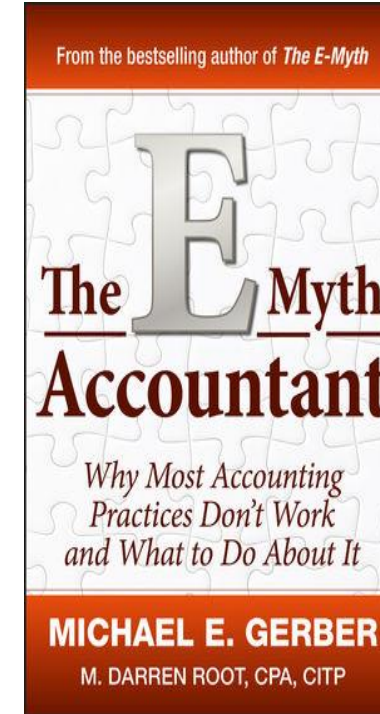
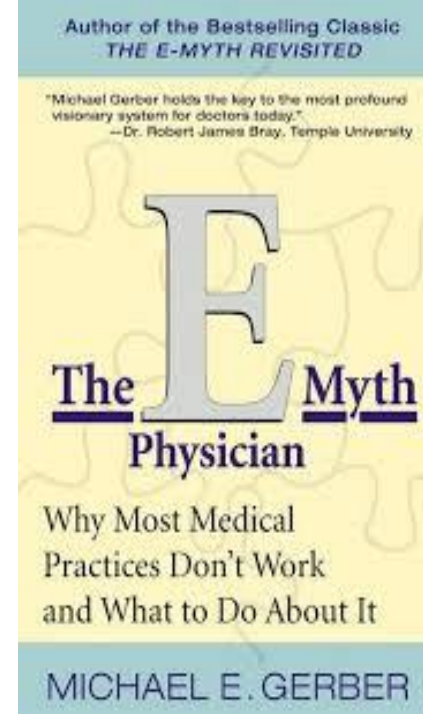
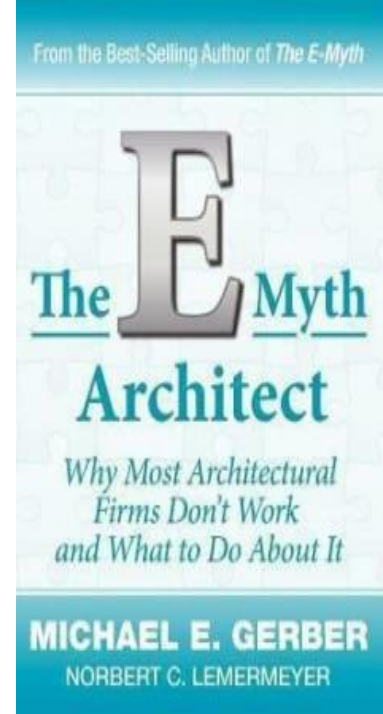
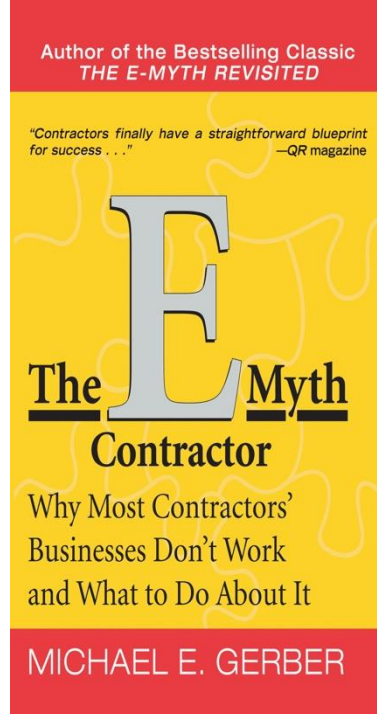
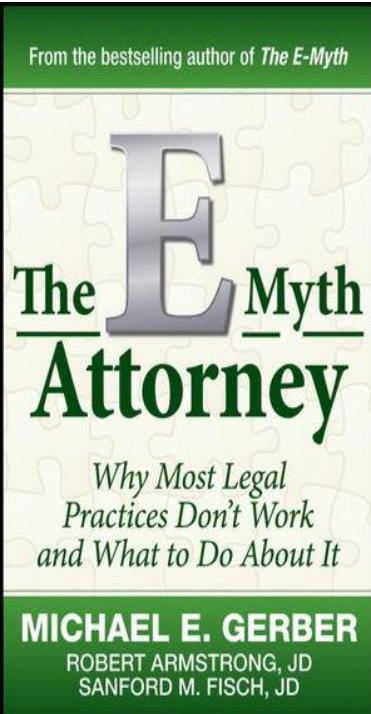
**The E Myth**  
**Revisited**

MORE THAN  
ONE MILLION  
COPIES SOLD!

Why Most Small  
Businesses Don't Work  
and What to Do About It

**MICHAEL E. GERBER**

The World's #1 Small Business Guru







## On Time Delivery

Bill No.	Client Name	Contact Details	Contact Person	Promised Date of Delivery	Actual Date of Delivery	No of Days Delayed	Is the Delivery Late
							Y
							N
							Y
							Y
							Y
							N
							N
							Y
							N
<b>WEEK 1</b>		% of Orders Late =					<b>40%</b>
		Total No of Days Delayed =					

Sorry Calls.

# Make it Rain Referrals (Double Profits)

**Do you have a challenge of Staff coming to you for every Decision ?**

**Would you like that to go away ?**

**Do you know why they come to you ?**

Name \_\_\_\_\_

Ph.No. \_\_\_\_\_

Department \_\_\_\_\_

## Help - Slip

Challenge Faced / Question	
Best Solution	
Second Best Solution	
Third Best Solution	

# Your Success in the Workshop

- **This is a Business Implementation Workshop.**
- Do you want all the results that is have promised ?
- Can you get Results without ACTION.
- NO !!!
- What is the work you need to do every week for you to get free for the rest of your Life.
- **Thursday Magic**

# Your Success in the Workshop

- **Thursday Magic** : Dedicate 4 hours every **Thursday 8am-12am**
- In a coffee shop,
- Without your Mobile Phone.
- Open your calendar and **BLOCK all Thursdays first half to completing Auto-Pilot.**

# Double Your Productivity

- What are our current E-Mailing habits?
- What is the result of this?
  - E-mail-the biggest disaster in corporate productivity
- Action: Check your mail twice a day, once at 1pm once at 6pm and put an Auto Responder
  - Remove your mail from your phone
- **Which is the best phone in the NEW WORLD**
- **SMART PHONE the biggest curse.....**
- **CUT the CHORD. (CTC)**

**From:** kulpreet@impactpr.in  
**Subject:** Auto Responder  
**Date:** 5 December 2012 12:37:20 PM GMT+05:30  
**To:** Rahul Jain  
**Reply-To:** kulpreet@impactpr.in

---

Hi,

Greetings for the day!

Kindly note that I check my mails at 11 am and 5 pm everyday.

Please contact Uma Narayanan, Executive Assistant, on [ea@impactpr.in](mailto:ea@impactpr.in) or call her on 9555733583 for any urgent co-ordination.

With regards,  
Kulpreet Kaur

Warm Regards,  
Kulpreet Kaur  
9811132212

# Phone Addiction

# Solve Phone Addiction

- **Delete**
  - Instagram
  - Facebook
  - You Tube
  - LinkedIn
- Start Nokia 1100
- If you need these for business, then see this on your Laptop/Ipad daily 3 times a day – Schedule it
- Stop phone after going home at 8pm.
- Start the phone only after you get ready in the morning
- This is the biggest gamechanger – **Don't take your phone** when you go out on a personal evening out.

- 1) **8 am.**
- 2) Weekly Scheduling ( W.S. )
- 3) Out Of Office ( O.O.O )
- 4) E.A.
- 5) E.M- Will do this Later.

## **EA IS THE KEY FOR THIS TO HAPPEN**

EA cannot be from your Existing Staff

She has to have Lunch Separately

Her main job is dedicated Follow up

Do a Ref Check

If she cannot follow up- Replace her after 2-3 Months

She cannot be from an BCI Participant- unless you take permission form  
him

**Do a S-30 with your EA.**

**Sit with your EA for 30-45 mins, in the morning, for 30 days**

- List ALL your regular tasks, which she has to take care
- Call forwarding and the training of your clients / Vendors
- Assign her a Runner boy
- Company phone number and id- [ea@bcoachindia.com](mailto:ea@bcoachindia.com)
- Alignment workshop with your team.
- Her script while delegating tasks.
- Your Whatsapp communication with her.
- Your personal tasks delegation.

- 1) 8 am.
- 2) Weekly Scheduling ( W.S. )
- 3) Out Of Office ( O.O.O )
- 4) E.A.
- 5) E.M- Will do this Later.

**Today is the most Important Workshop  
for your Success !!!**

# The Five Tools of Managing WORK

1. QUICK CAPTURE
2. SCHEDULE / Doing Now
3. LIST OF WAITING
4. LIST OF SOMEDAY
5. INFORMATION SYSTEM

Would you like to lead a stress-free life?

What is the biggest burden we carry with us, which gives us all the stress in life?

List of incompletions

You can't get it all done

So how do we handle it all

Where all do you currently capture information

# 1. QUICK CAPTURE

## QUICK CAPTURE

Your tool for capturing anything there is for you to do or handle. The Quick Capture is the entry point into the Time Management Structure.

You should have only one Quick Capture

The habit, of immediately entering everything into your Quick Capture

- This is the most critical practice for eliminating stress
- If you don't Quick Capture it, then it will not happen.
- Everyday at the end of the day move everything from Quick Capture into your work system
- Why should you empty your Quick Capture?
- Things left in your Quick Capture more than a day become a to-do list with no name. They are become incomplete, and cause stress.

What is your Task Management system ?

**Largely Our amazing To-Do Lists**

- **MAKE YOUR TO-DO List.**

**Date-**

**TIME SHEET**

<b>8.00 am</b>	
<b>8.30 am</b>	
<b>9.00 am</b>	
<b>9.30 am</b>	
<b>10.00 am</b>	
<b>10.30 am</b>	
<b>11.00 am</b>	
<b>11.30 am</b>	
<b>12.00 pm</b>	
<b>12.30 pm</b>	
<b>1.00 pm</b>	
<b>1.30 pm</b>	
<b>2.00 pm</b>	
<b>2.30 pm</b>	
<b>3.00 pm</b>	

# First you create a Complete To-Do List

To-Do List	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

<b>WEEKLY To-Do List ( Tasks to be done every Week)</b>	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

## MONTHLY To-Do List ( Tasks to be done every Month)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

**To-Do Lists have not worked in the  
History of Mankind !!!**

2. SCHEDULE / Doing Now

3. LIST OF WAITING

4. LIST OF SOMEDAY

**So what do we do ?**

**1) The MAGIC of BATCHING !!!**

**2) The MAGIC of SCHEDULING!!!**

**This is the revolution that will change your Life.**

# The MAGIC of Batching

- **Multi-Tasking is the worst destroyer of TIME**
- First we do **BATCHING**. i.e all the tasks which are similar in nature we will do them together.
- List all the tasks spread out over the Day/Week/Month.  
Then Batch them

# The MAGIC of Batching

## 1) Meetings – Vendor, Clients, Staff

## 2) Documentation - Anything documentary

1. Signing of cheques, All Approvals for the week, Reports.
2. Create a Monday File ( All documents of the week should come to you at the beginning of the week)
3. Write down all the weekly documentary things you have to do and complete it on MONDAY.
4. **Eat the Frog by Brian Tracy.**

## 3) Follow ups & Coordination

## 4) Emails & Others

# The MAGIC of Scheduling

- First Schedule your **Weekly tasks**
  - For you to get any task done you will have to Schedule it.
  - Scheduling means the task has to have a Start and End Time
  - Between each task leave 15-30 mins free, for unexpected things.
  - There are 2 parts of the day before and after LUNCH.
  - The Second half of the Day is when you schedule **Repetitive tasks.**

## Weekly Scheduling.

- Always start with your Weekly Schedule.
- **Remember Scheduling is always Weekly.**
- Do not start any week or day without scheduling it.
- Schedule all the recurring tasks into the weekly Scheduler. ( Now you can clearly see all the empty slots)
- **Schedule all the recurring tasks in your Weekly Calender.**
- **Now you have your Weekly Schedule ready.**

# Weekly Scheduling

	MON	TUES	WED	THURS	FRI	SAT
8:00 AM						
8.30 AM						
9:00 AM						
9.30 AM						
10:00 AM						
10.30 AM						
11:00 AM						
11.30 AM						
12:00 AM						
12.30 PM						
1:00 PM						
1.30 PM						
2:00 PM						
2.30 PM						
3:00 PM						
3.30 PM						
4:00 PM						
4.30 PM						
5:00 PM						
5.30 PM						
6:00 PM						

## Schedule.

Open your TO-DO List.

- Then mark 6 tasks which are Urgent and will go into the Schedule for the week.
- In the Daily Scheduler we will schedule not more than 1 tasks per day
- Transfer your weekly calendar into your Daily Calendar, Every Day.
- The daily Scheduler has a **Plan column and an Actual column.**
- In the schedule- write your Plan and in the Actual write what you actually did on a daily basis.
- The Actual column is there because when you start – you will schedule something and it most likely will not happen something else will come up.

Date- \_\_\_\_\_

# DAILY SCHEDULER

	SCHEDULED	ACTUALLY DONE	WAITING LIST	
8.00 am			1	
			2	
8.30 am			3	
			4	
9.00 am			5	
			6	
9.30 am			<b>TODAYS TASKS</b>	
10.00 am			1	
			2	
10.30 am			3	
			4	
11.00 am			5	
			6	
11.30 am			7	
			8	
12.00 pm			9	
			10	
12.30 pm			11	
			12	
1.00 pm			13	
			14	

## Waiting.

- Mark 6 Tasks which will go into the Waiting List. These are tasks which we cannot schedule right now but if something shifts in our schedule, we can do these tasks

## Someday List

- Balance all will go into the Someday list. This is a list which we do not have time to do right now which we will look into next week.

**Scheduling ALWAYS HAS to be WEEKLY SCHEDULING.**

Date- \_\_\_\_\_

# DAILY SCHEDULER

	SCHEDULED	ACTUALLY DONE	WAITING LIST	
8.00 am			1	
			2	
8.30 am			3	
			4	
9.00 am			5	
			6	
9.30 am			<b>TODAYS TASKS</b>	
10.00 am			1	
			2	
10.30 am			3	
			4	
11.00 am			5	
			6	
11.30 am			7	
			8	
12.00 pm			9	
			10	
12.30 pm			11	
			12	
1.00 pm			13	
			14	

**Schedule the following**

**Block all Mondays till December**

**Block 4 hours every Thursdays**

# The MAGIC of Scheduling

- Use only the Paper WEEKLY SCHEDULER - Do not start with Google Calendar. It does not work.
- Why ??
- You just Schedule, but cannot see what really happens, how accurate is your scheduling, in this system you see daily where you went wrong, and subconscious learning starts
- Later You can also use Google calendar.
- Weekly Scheduling on Sat Evening / Mon Morning
- Your EA will have access to your Google Calendar

**Scheduling is a SKILL**, Its like learning how to ride a bike or skating you will keep falling off, it's part of the process of learning how to schedule.

- Right now, just focus on scheduling and you may have to reschedule 100 times- it is ok, this is how it will happen
- Do not start any week or day without scheduling it,

**The only failure in Scheduling is the failure to SCHEDULE**

**The only failure in Scheduling**

**Is the failure to SCHEDULE**

# My Promise & the Magic of Scheduling:

What you schedule will GET DONE

What you **Don't** schedule will NOT GET DONE