

# Start the Cycle

## Setting Time in Motion

1. \_\_\_\_\_ your year.
2. \_\_\_\_\_ your month
3. Schedule \_\_\_\_\_ week
4. \_\_\_\_\_ your Day
5. Schedule some \_\_\_\_\_

“Time flies like an arrow; fruit  
flies like a banana.”  
— Anthony G. Oettinger

The highest quality clients,  
you can serve ...referrals!

## Regroup and Recharge

Commit to some \_\_\_\_\_ time.

\_\_\_\_\_ others \_\_\_\_\_.

### Today :: Easy as ABC!

\_\_\_\_\_ avoiding things \_\_\_\_\_ your

comfort zone

\_\_\_\_\_ Has to be done \_\_\_\_\_

\_\_\_\_\_ Should be done \_\_\_\_\_

\_\_\_\_\_ Would be nice if you get to this

### Know your boundaries

- When \_\_\_\_\_ go back to \_\_\_\_\_

- Avoid time \_\_\_\_\_

- \_\_\_\_\_ your own \_\_\_\_\_

- \_\_\_\_\_ the time of \_\_\_\_\_

- People will \_\_\_\_\_ your time and

\_\_\_\_\_.

# Meetings

## The RULES

- 1) \_\_\_\_\_ on time
- 2) Have an \_\_\_\_\_
- 3) Sometimes you have to \_\_\_\_\_ up
- 4) Avoid \_\_\_\_\_ that \_\_\_\_\_
- 5) \_\_\_\_\_ and \_\_\_\_\_ for meetings

beforehand

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*Half our life is spent trying to find something to do with the time we have rushed through life trying to save. Will Rogers*

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- Work will expand to the \_\_\_\_\_
- Your \_\_\_\_\_ your minds' state!
- The best time manager is \_\_\_\_\_

## The Charge!

## The big WHY!

- a) Everyone is in \_\_\_\_\_
- b) Everyone works by \_\_\_\_\_
- c) Your \_\_\_\_\_ are \_\_\_\_\_ on you
- d) If they ask \_\_\_\_\_ of you...
- e) Work on \_\_\_\_\_ and grow!

## Develop New Habits

- Make more \_\_\_\_\_ calls
- Who \_\_\_\_\_ you?
- Who do you \_\_\_\_\_ the \_\_\_\_\_ ?

*Those that you feel good  
about feel good about you  
when you call.*

# Start the Cycle

Setting Time in Motion

6. **Visualize** your year.

7. **Plan** your month

8. Schedule **YOUR** week

9. **PRIORITIZE** your Day

10. Schedule some **DOWNTIME**

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flies like a banana.”  
— Anthony G. Oettinger

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The highest quality clients,  
you can serve ...referrals!

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## Regroup and Recharge

Commit to some **downtime** time.

**Honor** others **time**.

Today :: Easy as ABC!

**STOP** avoiding things **outside** your comfort

zone

**A** Has to be done. **The frog**

**B** Should be done **today**

**C** Would be nice if you get to this

Know your boundaries

- When **distracted** go back to **the list**
- Avoid time **wasters**
- **Respect** your own **time**
- **Respect** the time of **others**
- People will **waste** your time and **theirs**



# The Charge!

## The big WHY!

- f) Everyone is in Sales
- g) Everyone works by commission
- h) Your clients are counting on you
- i) If they ask too much of you...
- j) Work on yourself and grow!

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## Develop New Habits

- Make more outbound calls
- Who (Motivates, encourages,  
Propels) you?
- Who do you like the most?

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about feel good about you  
when you call.*