

# Distort Time

“Plan your progress carefully; hour by hour, day by day, month by month. Organised activity and maintained enthusiasm are the wellsprings of your power.”

— Paul J. Meyer

<b>DECIDE:</b>	Decide the number of hours per day/week to dedicate to growing your business. Be disciplined and prioritise what matters most. To increase activity management skills, refer to <i>Eat That Frog</i> by Brian Tracy.
<b>DO:</b>	First, calendar standing appointments/commitments you intend to maintain, then fill in PIPES activities. Take 15 minutes every morning (or night before) to map out the day ahead. Make a list of important tasks to accomplish, then pick your top priority for the day and schedule it first.
<b>DELEGATE:</b>	Delegate tasks that are not the most valuable use of your time. Make a list of what you can delegate and to whom. Delegation can provide your builders with additional opportunities for growth.
<b>DEFER:</b>	Do the ONE top priority—the rest can wait.
<b>DUMP:</b>	What can be eliminated? What are you willing to say “no” to or give up to reach your goal(s)? Dismiss low-value activities.



## TIME BLOCKS

### 1. STRATEGIC BLOCKS

- Set office hours and have clearly defined work and family time.
- At least once per week (or more often as needed), designate a 3-hour distraction-free strategic block—e.g. prospect or builder phone calls, writing/creating content for customer or builder Facebook groups, etc.

### 2. BUFFER BLOCKS

- Build flexibility into your schedule. Having one or two 30-minute buffer blocks each day helps prevent overscheduling and reduces excessive stress.
- Use small windows of time (waiting for an appointment or when picking up your kids) to quickly engage in PIPES activities. You can answer text/emails or communicate important information for your team or customers on social media.

### 3. BREAK BLOCKS

- Take purposeful breaks along the way. Use break blocks to rest and reset.
- Plan meaningful rewards as encouragement when you progress.

## SAMPLE SCHEDULE:

### **Mentor Mondays**

- Launch New Builders
- Weekly Team Call
- Support Existing Builders

### **Take-it-on Tuesdays**

- Share & Invite – work with prospects

### **Work-it Wednesdays**

- Present & Enrol – classes, one-on-ones

### **Follow-up Thursdays**

- Lifestyle Overviews

### **Fun Fridays**

- Hold Events – training, classes, celebrations