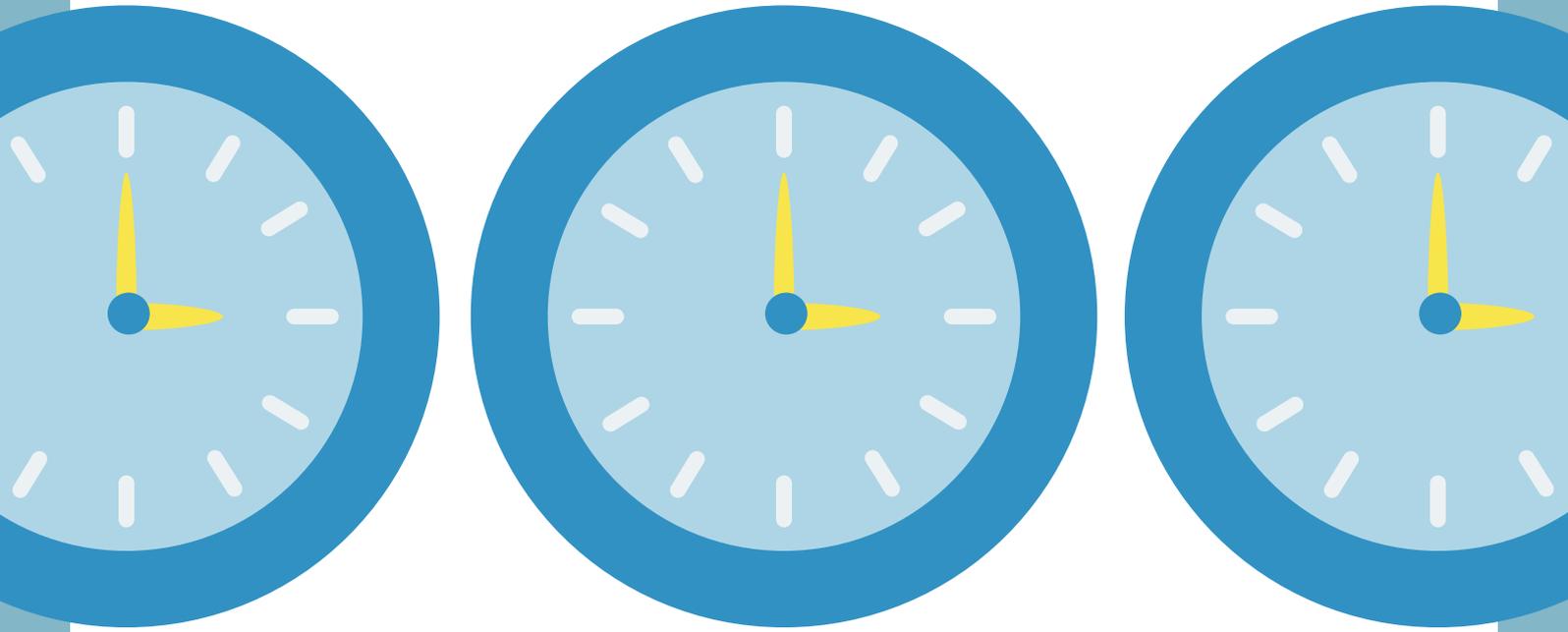


It's not about having time.



IT'S ABOUT MAKING TIME

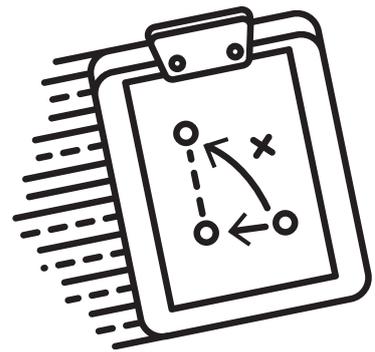
**EFFICIENCY MASTERCLASS
GUIDEBOOK**

LEARN TO MAKE THE TIME FOR WORKING ON YOUR DREAMS.

Time is the most precious thing we have. And it's limited. So, spent it for what's important to you.

STRATEGY

This guide give's you the strategies and tools to find and make the time in your day to work on your dreams.



MINDSET

You will find quotes and advice on developing the right mindset to realize that you are in charge of your time. No one else. And you decide who gets your time and who and what you spent your time on. It's a choice. It's a decision.



FOCUS

When you have the time to work on your dreams, focus on it. Do not let outside things distract you from what's important inside you.

"They help save lives in hospitals and bring astronauts into space. Why not use them to bring you where you want to be? Checklists."

Peter Schäfer

FOCUS

Checklists

Everyone can achieve what they want in life. I truly believe in that! You just need some basic knowledge about what makes people successful and the tools that they use (successful financially, in their relationships, professionally and personally).

A great tool to be efficient, focussed and productive are checklists. They help save lives in hospitals and bring astronauts into space. Why not use them to bring you where you want to be? Create a checklist with your top 5 life goals. Review it every morning, to plan your day efficiently. Review it each evening, and check the goals you have worked on. This drives your focus to what matters.

Example

My top priorities for today / the week / the month / the year

- Live a healthy live.
- Do what I love.
- Help people in need.
- Manage my money like a professional.
- Be the best version of myself.

FOCUS

Motivation Exercise

This is a strategy to create the motivation to work efficiently and focused on your goals (instead of watching e.g. Netflix or YouTube):

1

Answer these questions:

What did it cost me not to work on my goals in the past? What did I miss? And what are the consequences today?

Write down all the things you didn't get because you didn't follow through on your goals.

Once you have this list a negative & sad feeling might arise in you.

This is ok and the intention of the exercise. Don't get depressed. No need. You are just getting disturbed. And being disturbed creates momentum and energy to work on your goals.

Use it positively to become efficient and productive.

2

Now, look into the future. Answer those questions:

Where can I be in the future, when I start working on my goals right now? How much could I earn as a second income? Where could I be with my passion project, in case I start right now? Be creative. Create a Christmas wishlist like a child. No limitations.

3

Read both lists. Take motivation from it. Let it inspire you to action.

4

Write down 3 actions you want to do right now.

5

Go.

FOCUS

Self-Care Manual

When working towards your goals, it's important to notice and celebrate the little successes along the way. Because happiness lays in the little things. And those little things give you the energy to work efficiently and focussed on your goal. But they are easily overlooked. This is a great form of self-care and certainly necessary, to not stress out on focus and productivity.

Journaling is the perfect way of catching those little daily successes. But how do you become aware of them? Try this:

- 1** Before you go to bed, sit down at a place you like, a cozy corner at home, a nice place outside, wherever you feel safe, where you feel good, where you are not distracted.
- 2** Close your eyes. Take a deep breath and relax.
- 3** Think about your day. Was there a moment when you were proud of yourself? Or a moment where you felt happy, grateful or joyful?
- 4** Collect 3 things and write them down. What was it and - important - how did you feel at that moment?
- 5** Read again. Feel again those proud & happy moments. Celebrate them. Be proud of yourself!
- 6** Sleep well. :)

Do this for 7 days & you have a database full of success and happy moments. And you can discover patterns. What makes you feel successful and happy? Now you can be more focused, take control & do more of what makes you happy.

TIME

Use the following strategies to make time in your day, your week, your life for what is important to you.

"If you don't have the time, you make the time."

Arnold Schwarzenegger

TIME

Make Time

Whatever it is you want to do today or tomorrow or the coming days it will require your time and energy. However, your time and energy are limited.

And there are energy givers and energy takers. People and actions that give energy and people and actions that take your energy. So, from my point of view, it makes sense to allocate them wisely to the energy givers, things that matter most to you. Ideally, those are things that give you energy, bring you closer to your goals or make you meet positive people.

So, to make the most out of your energy and time and to plan your days efficiently and in your favor ask yourself constantly:



Does this action or person bring me closer to my goal?

When the answer is yes, schedule it for the week. Invest your time and energy. If the answer is no, try to eliminate or maybe move to this action or meeting etc. to the next week.

TIME

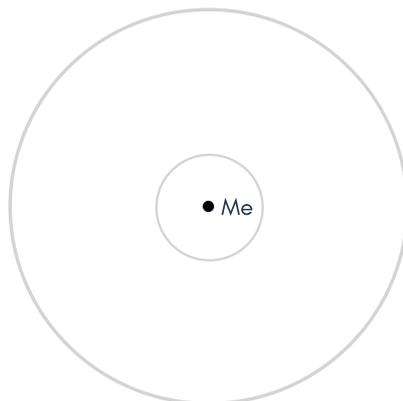
Clarity on your priorities

Set clear priorities for your self (the easy part). And follow them daily (the hard part).

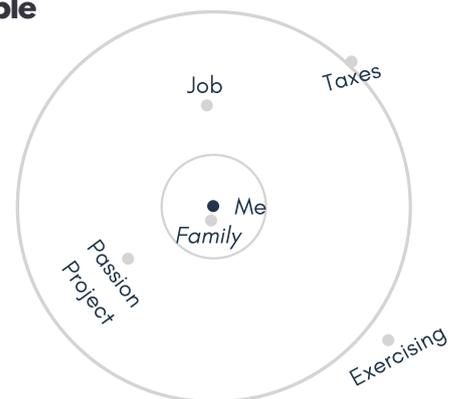
And you will win time by not-doing things that are not a priority for you. How do you set priorities? Try this exercise:

- 1 Draw a circle on a piece of paper (min.A5 size). Add a dot in the middle and a circle around the dot.

Like this:



Example



- 2 You are in the middle. For each of your goals or projects make a dot in this diagram. The more important the project is, the closer it is located to the center. You decide what is the closest. From your heart. NOT based on any outside requirements.
- 3 The closest project has the highest priority. Whenever you face a conflict of your priorities go back to this circle. It's now your life priority reference.

You can vary this. First run: you draw how it is today. Second run: you draw it how you would like it to be from your heart. Now you got a goal.

RESULTS

Use the following strategies to be productive and create results, no matter what. Every day. Whatever gets in your way. Those strategies will keep you productive.

RESULTS

80/20 rule

Your day is busy? You still want to work on that one thing, on your passion project, your dream or goals? Then it is crucial to use the time you have efficiently.

Often, I find myself wasting time thinking about little details. That is generally ok, there's only one issue: my time. It is limited. It's tempting to focus on little things. However, the result is, that I'm not making the progress I want to make. I'm not efficient. To be efficient would mean to do the 20% of the things I could be doing for my project, that create 80% of the result.

If you want to make the next step in your project, goal and life, do this:

When planning your day, ask yourself:

What are the 20% of the things you could be doing for your passion project, that create 80% of the result?

Focus on those.

Identify the 20% of things you could be doing that create 80% of the result you are after. Your ROTI, your return on time invested, will be maximized this way. And you will create more, better results.

RESULTS

Strategy from High Performers



Do this and you will be organized, efficient and focused throughout your day.

Every morning before you open your email or check social media, you take a post-it and write down the three most important things that you must get done today to feel that this day was a success.

And you focus primarily on those. Ideally, you get them done before core working hours start. Calls come in, emails come in etc.

But this little yellow post-it lays right next to you laptop where you see it all the time.

This way it reminds you constantly what you need to do to feel that today is a success for you personally.

The post-it is not removed from my desk until the three things are done.

You can do that for your week, your month, your year. But take a larger piece of paper then ;)

RESULTS

Mindful productive



Producing results is great. However, you can get into a state of overwhelm. This technique will relax and calm you down. So, that you can be productive again.

Breathing is a very powerful instrument. Try the 3-Breath-Exercise whenever you:

- feel stuck
- can't be creative anymore
- don't know what to do first
- don't know what to focus on right now
- totally forgot what is actually important to you personally

Try the exercise when you feel overwhelmed by actions and to-dos:

Sit straight. Straight but comfortable. Feet on the ground. Close your eyes. And do 3 deep breath like this:

- 1** 1st breath: Bring gentle attention to the process of breathing
- 2** 2nd breath: Let the body relax
- 3** 3rd breath: Ask "What is really important to me right now?"

Your heart will give you the answer. You just need to listen to it. Really catch the very first answer that came into your mind after asking this question.

NEXT

Implement

The strategies are useful for you. I promise. IF, if you actually implement them. And here comes the hard part. Knowing is easy. Doing is not.

Doing requires work.

What also helps is a community of like-minded people that hold each other accountable for their goals.

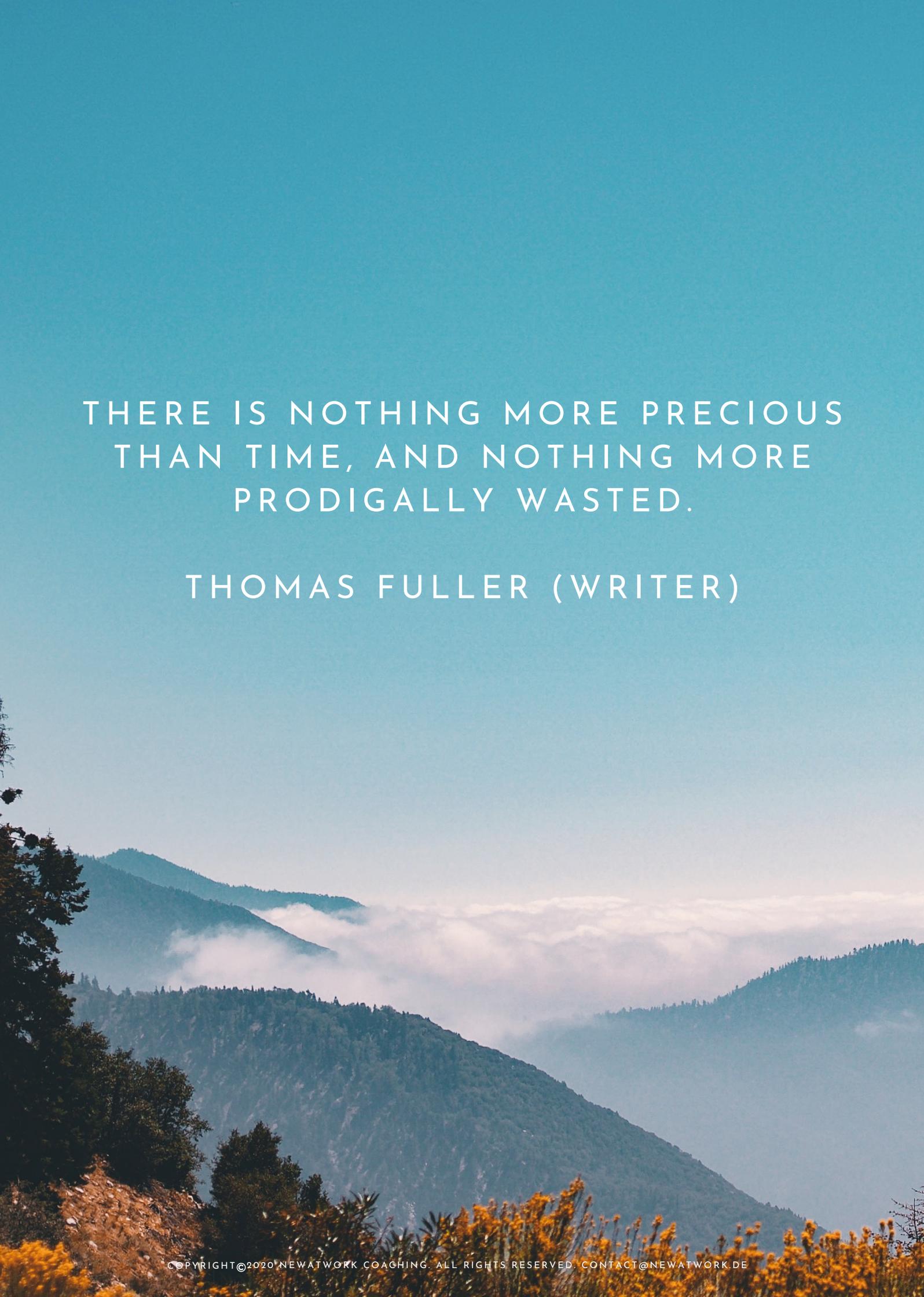
Another success strategy of highly successful people is utilizing expert guidance, like a professional coach.

You seek experts for your income taxes, for your health, why not for your life?

Get in touch today to book your discovery session:

peter.schaefer@newatwork.de





THERE IS NOTHING MORE PRECIOUS
THAN TIME, AND NOTHING MORE
PRODIGALLY WASTED.

THOMAS FULLER (WRITER)