

THE 25 HOUR DAY

TIME MANAGEMENT AND TIME BUDGETING STRATEGY



HOW TO SAVE AN HOUR A DAY THROUGH
BETTER TIME MANAGEMENT PRACTICES

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I will not live an outstanding life by accident!



I can only live an outstanding life by forming
habits and creating disciplines that will allow
me to achieve excellence every day.

Please
pass the
magic
pills...



*It is easy for people to get stuck in the thinking
that got them to where they are today,*

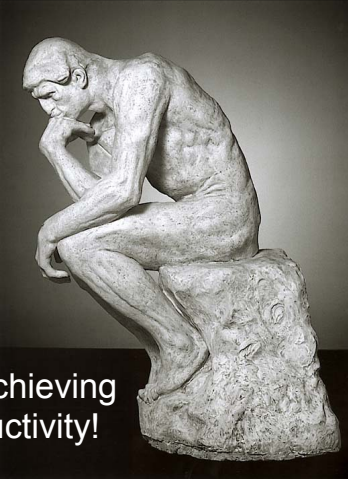


*even though that thinking cannot be used to
get them where they need to be tomorrow.*

Jane Wentworth

RE-THINKING
TIME...

the first step to achieving
Maximum Productivity!



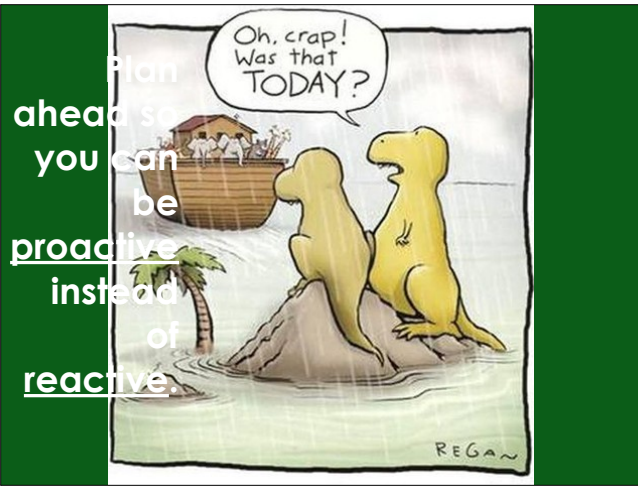
What are
your biggest

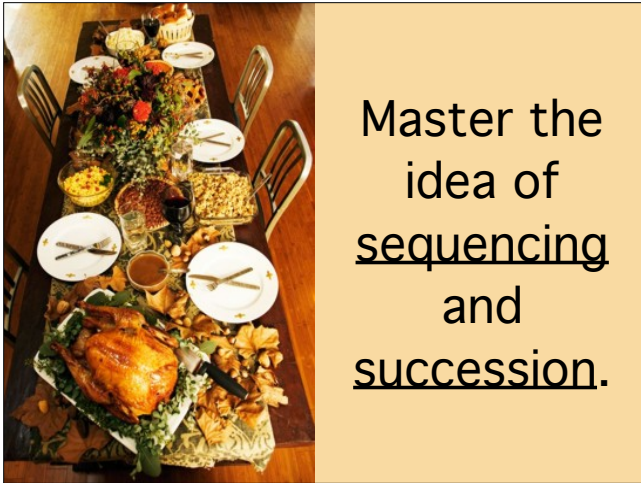
personal
productivity
challenges?

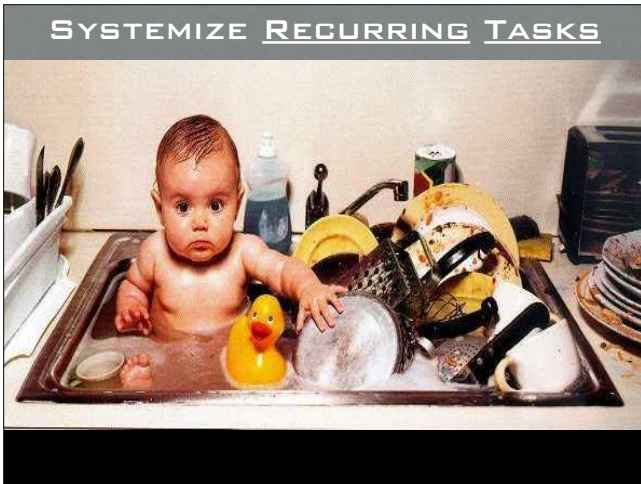












Use caution when
multi-tasking!



DELEGATE



tasks that someone else can do!

Invest your time in the most important
task from a long-term perspective.



Work to reduce or eliminate
"unexpected opportunities"

(AKA – Interruptions)



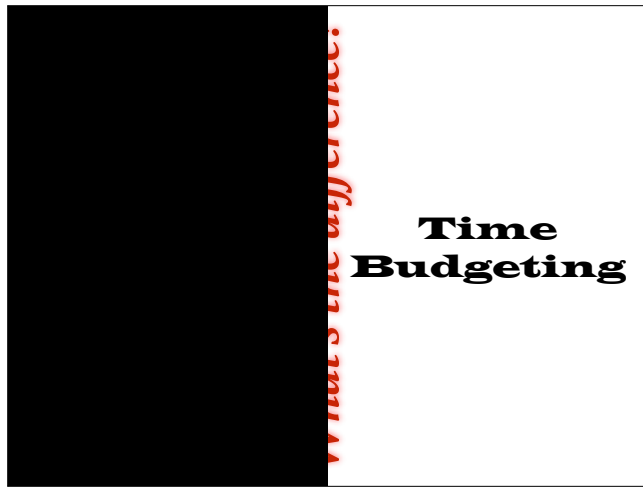
Say no to things you don't
have to do

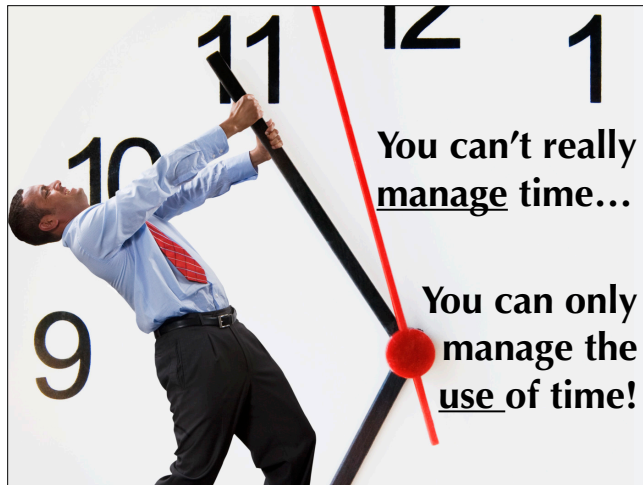


that don't help you to achieve
or maintain your core values.



Time is MONEY!







4 Classifications of Time Budgeting

Non-Negotiable/
Unchangeable

Negotiable/
Unchangeable

Non-Negotiable/
Changeable

Negotiable/
Changeable

Creating your own Time Budget

List all of your responsibilities, obligations, commitments, duties, recurring to-do items, etc.

Divide them into categories based on their frequency.

Estimate how much time each item requires.


Move them into your time grid in the appropriate order according to priority.


Daily Time Budget


	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6a-6:30a	Workout	Workout	Workout	Workout	Workout		
6:30a-7a							
7a-7:30a	Personal Rdn	Personal Rdn	Personal Rdn	Personal Rdn	Personal Rdn		
7:30a-8a	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8a-8:30a	Take Kids	Take Kids	Take Kids	Take Kids	Take Kids		
8:30a-9a	Comm	Staff	Comm	Comm	Comm		
9a-9:30a	Daily	Meeting	Priority	Conference	Project		
9:30a-10a	Weekly	Customer	One	Call			
10a-10:30a	Tasks	Contact		Appts and			
10:30a-11a				Sales Calls			
11a-11:30a	Comm	Comm	Comm	Comm	Comm		
11:30a-12p		Network					
12p-12:30p	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30p-1p			Date				
1p-1:30p	Prof Rdn	Prof Rdn	Prof Rdn	Prof Rdn	Prof Rdn		
1:30p-2p	Comm	Comm	Comm	Comm	Comm		
2p-2:30p	Appts	Customer	Priority	Daily	Project		
2:30p-3p	and	Contact	One	Weekly			
3p-3:30p	One on Ones			Tasks	Supv		
3:30p-4p					Update		
4p-4:30p	Comm	Comm	Comm	Comm	Comm		
4:30p-5p							
5p-5:30p	Org & Prep	Org & Prep	Org & Prep	Org & Prep	Org & Prep		
5:30p-6p							



To make this system work most effectively

 Don't let other people control your time.


 You have to get good at putting to do lists in the right boxes the right time.

 Make appointments with yourself.

FORGET THE

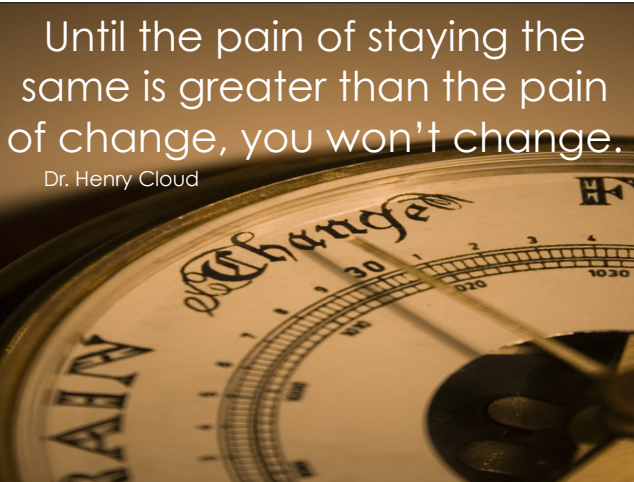
“SHOULDs!”

IT HAS TO BE A SYSTEM

 Value your time and the time of others.

THAT YOU WILL USE.

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designed to help you better **ENGAGE, EQUIP, AND EMPOWER** your team members



Randy Anderson works with individuals, teams, and entire organizations to help people increase their productivity, help the organizations they work for increase profitability, and to help them find greater fulfillment in their job and in their personal life.

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