



Management Growth Strategies

The Psychology of Time Management

Introduction

“There is no guarantee of reaching a goal at a certain time, but there is a guarantee of never attaining goals that are never set.” (David McNally)

There is probably no skill that is as closely correlated to success in life as the ability to manage your time well. You only feel good about yourself to the degree to which you manage your time and your life efficiently.

Success in becoming excellent at time management begins with your beliefs and attitudes. If you believe that you can become an extremely efficient, highly productive human being, you can.

In this lesson you will learn:

- The governing principles of time management
- How to treat your time like money
- The four D's for lifelong success
- The factory model of time management

The Psychology of Time Management

1 There are four requirements to becoming an excellent time manager; they all start with the letter “D.”

- a) You must have a burning **desire** for what you want; if you want it badly enough, nothing can stop you from getting it.
- b) You must make a **decision** that you are going to become absolutely expert on the subject of time management.
- c) You must **discipline** yourself to practice and repeat good time management techniques until they become automatic.
- d) You must have the **determination** to keep at it long enough until you master this key skill.

2 The quality of your beliefs determines the quality of your realities.

- a) You always act in a manner consistent with your deepest beliefs.
- b) Whatever you believe, with feeling, becomes your reality.
- c) When you change your thinking, you change your life.

**The Psychology of Time Management starts with this simple fact:
your time is your money.**

1 Your time, which becomes your money, determines the quality of your life and ultimately, your happiness.

- a) Your self-image is the way you see yourself and think about yourself, your inner mirror that governs your performance.
- b) One way to change your self-image is to change your self-ideal, the person you would like to be in the future.
- c) Your self-ideal is influenced by the people you most admire; who are they?
- d) Select someone who you feel has excellent time management habits, and behave the way you think they would.

2 Your self-esteem is the core of your personality, “How much you like yourself.”

- a) The more you like yourself, the better you perform in every area of your life.
- b) The more you like yourself, the better you manage your time, because you value your time and your life even more.

3 Become a student. Start by seeing yourself as a poor time manager and believe that everything you are about to learn is vitally important to your success.

4 Look upon time management as a vehicle that can take you from wherever you are today, to wherever you want to be in the future.

5 Imagine that you can gain two productive hours each day through effective time management skills.

- a) Two hours per day translates into 10 additional hours per week.
- b) Ten extra hours per week translates into 500 extra hours per year that you have available.
- c) Two extra hours per day gives you a 25% increase in your productivity, performance, results, and ultimately, your income.

6 Remember that your rewards in life, both tangible and intangible, are proportionate to the value of your service to others.

- a) If you want to increase your rewards, you must increase the quality and quantity of your service to other people.
- b) Continually ask, “What can I do to increase the value of my service to my customers today?”

7 One of the major differences between failure and success is that successful people are more productive.

- a) You will always be paid for the value of what you produce.
- b) Your goal is to increase the quality and quantity of your production, whatever you do.

8 A good way to manage your time better is to see yourself as a factory, and apply the “Factory Model” to your life and work.

- a) A factory has three factors – inputs, activities and outputs.

- b) You will always be paid for the quality and quantity of your outputs.
- c) You must learn to focus single-mindedly on outputs and results.

9 **The key to personal motivation is a sense of achievement; the more you get done, the more motivated you are to do even more.**

10 **Time management is a skill that is learnable by practice and repetition.**

- a) If you can drive a car or use a cell phone, you can become an excellent time manager.
- b) “Everything is hard before it is easy.” (Goethe)
- c) Once you develop habits of time management, they become automatic and easy.

11 **New habits take about 21 days to learn.**

- a) It takes 21 days of repetition for you to override your past negative habits.
- b) Launch your new habit strongly.
- c) Never allow exceptions until the habit is locked in.

12 **Time management is your key to the future. By doubling and tripling your productivity and performance, you can eventually accomplish all your goals in life.**

13 Time management is a discipline.

- a) Time management is a series of habits that require repetition and practice.
- b) Your ability to manage your time is a measure of your overall character.
- c) Every weakness of a time management discipline causes your levels of discipline in other areas to decrease as well.

14 There is a direct relationship between the amount of control that you feel you have in your life and the amount of freedom you feel you have at the same time.

- a) You feel positive about yourself to the degree to which you feel in control of your own life.
- b) You feel negative about yourself to the degree to which you feel you are out of control.
- c) The more freedom and control you experience, the more you have a positive mental attitude toward yourself and your work.

15 All successful people are intensely action-oriented; they think in terms of NOW. They focus on what they have to do today, in the moment, and get started.

16 The key to leadership in your field is performance, the rapid execution of the business task.

- a) The second part of leadership is intense result-orientation.
- b) Leaders are those who accept responsibility for results.

17 In developing time management skills, resolve to set a good example for others.

- a) Be a role model that others can look up to.
- b) Imagine that everyone is watching the way you manage your time, and doing the same thing in their own work.

18 Motivation requires “Motive;” the more reasons you have for being a good time manager, the more motivated you will be to change and improve.

19 The high pay-offs that you will enjoy from excellent time management include the following.

- a) You will earn more money.
- b) You will feel more satisfied with your work and your personal life.
- c) You will be happier and more positive.
- d) You will enjoy higher levels of self-esteem and self-respect.
- e) You will feel terrific about yourself as you increase your productivity.
- f) You will get paid more and promoted faster.
- g) As you become more productive, you will earn the respect and esteem of all the people around you, especially your boss.

When you become excellent in time management, your future is literally guaranteed.

Action Exercises

1 List three changes you would make if you could gain two extra hours of productive time each day:

- 1. _____
- 2. _____
- 3. _____

2 List three areas where getting your time under control could improve the quality of your life or your work:

- 1. _____
- 2. _____
- 3. _____

3 Why are you on the payroll? What results have you been hired to accomplish?

- 1. _____
- 2. _____
- 3. _____

4

List the three areas in your life where you feel the most in control:

1. _____
2. _____
3. _____

5

List the three areas of your life where you feel out of control, or controlled by other people and circumstances:

1. _____
2. _____
3. _____

6

What three things do you do in your work that account for most of your contribution to your business?

1. _____
2. _____
3. _____

7

When you become a role model for excellent time management to others, how will you be using your time each day?

1. _____

2. _____

3. _____

What **one action** are you going to take immediately as the result of what you have learned in this lesson?
