

# LEVERAGING TIME

WORK ON YOUR BUSINESS  
INSTEAD OF IN YOUR  
BUSINESS

**actionCOACH**<sup>®</sup>  
BUSINESS COACHING



# CHUCK VISOCKY

*Over 30 years growing  
and improving businesses*

BUSINESS OWNER, CEO, VP  
OPERATIONS, PLANT MANAGER,  
TRAINER, CHANGE AGENT!

FAMILY  
CORPORATE  
INTERNATIONAL

LIFETIME COACH..



# Housekeeping



**Thank you for join today - 1 hour target.**

**Participation is Key! - Unmute to talk, or enter a CHAT**

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# A Little Bit About Us...



- We are the “*World’s #1 Business Coaching Firm*”
- We have more than 1000 Coaching Offices in 70 countries world-wide
- Privately owned and founded by Brad Sugars, an Entrepreneur & Author
- Our Vision is to create “World Abundance through Business Re-Education”
- We coach over 15,000 businesses each week across USA, UK, Australia, New Zealand, Malaysia, Vietnam, Philippines, South Africa, France, Canada and Mexico

# A Little Bit About Us...



# LEVERAGING TIME

Rate Yourself:

- 5** I have a plan, and execute my plan daily, and achieve my goals.
- 4** I have a plan, but don't finish everything, and achieve most of my goals.
- 3** I have a plan, follow it a bit, and accomplish some of my goals.
- 2** I react to whatever needs done at the moment, and seem to never get enough done!
- 1** I feel I am out of control, and hopelessly behind...

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What You Can Expect...

**BFOs...**

**B**linding

**F**lashes of the

**O**bvious



# A Bit About Learning...

To make sure you get the most out of your learning...

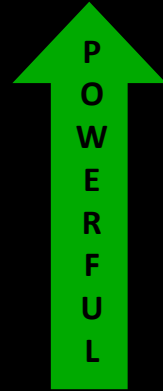


**I KNOW**  
Isn't That Interesting!

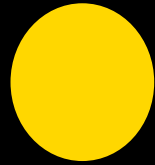


# Point of Power...

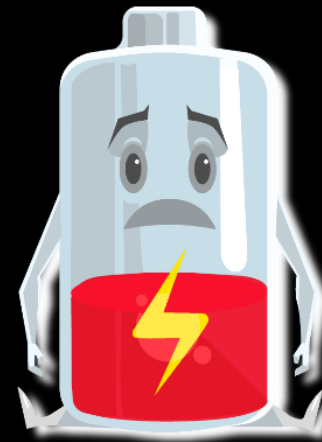
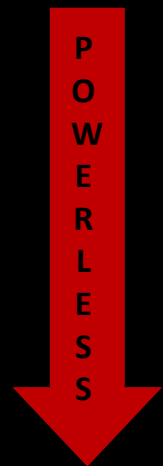
**O**wnership  
**A**ccountable  
**R**esponsible



VICTORY



**B**lame  
**E**xcuses  
**D**enial



VICTIM

IF YOU'RE  
NOT  
GROWING

YOU'RE  
DYING



LEVERAGE



*Doing more with less*



*Doing something once,  
and get ongoing benefit*

# ActionCOACH Definition of a Successful Business...

A Commercial,  
Profitable,  
Enterprise

- *that works* -

*without YOU!*



# 6 Steps to Finish Your Business



# Destination Mastery

BEGIN WITH THE END IN MIND



Time  
Mastery

PRODUCTIVITY



# Time Mastery - Three Main Areas...

**Self Mastery**

**Planning Mastery**

**Delegation Mastery**



# SELF MASTERY



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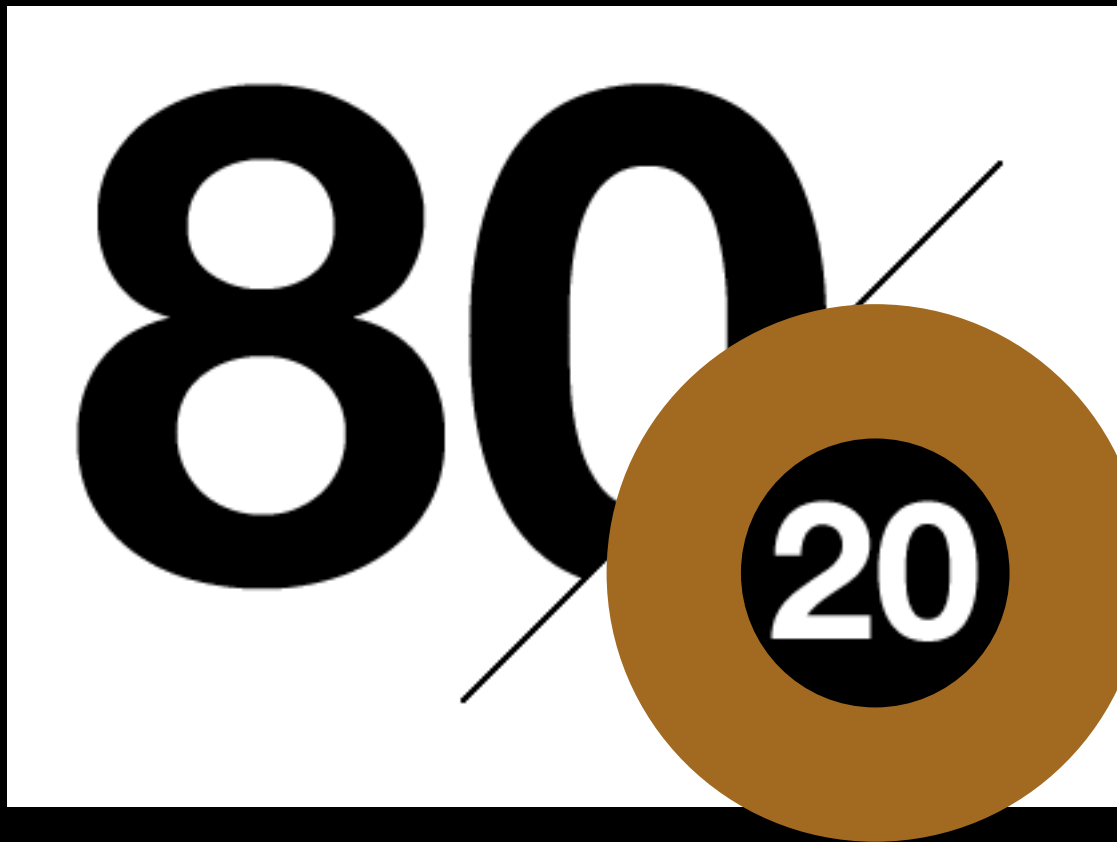


Your Most Valuable Asset Is...

Time



How you invest your time is one of the  
keys to business success ...

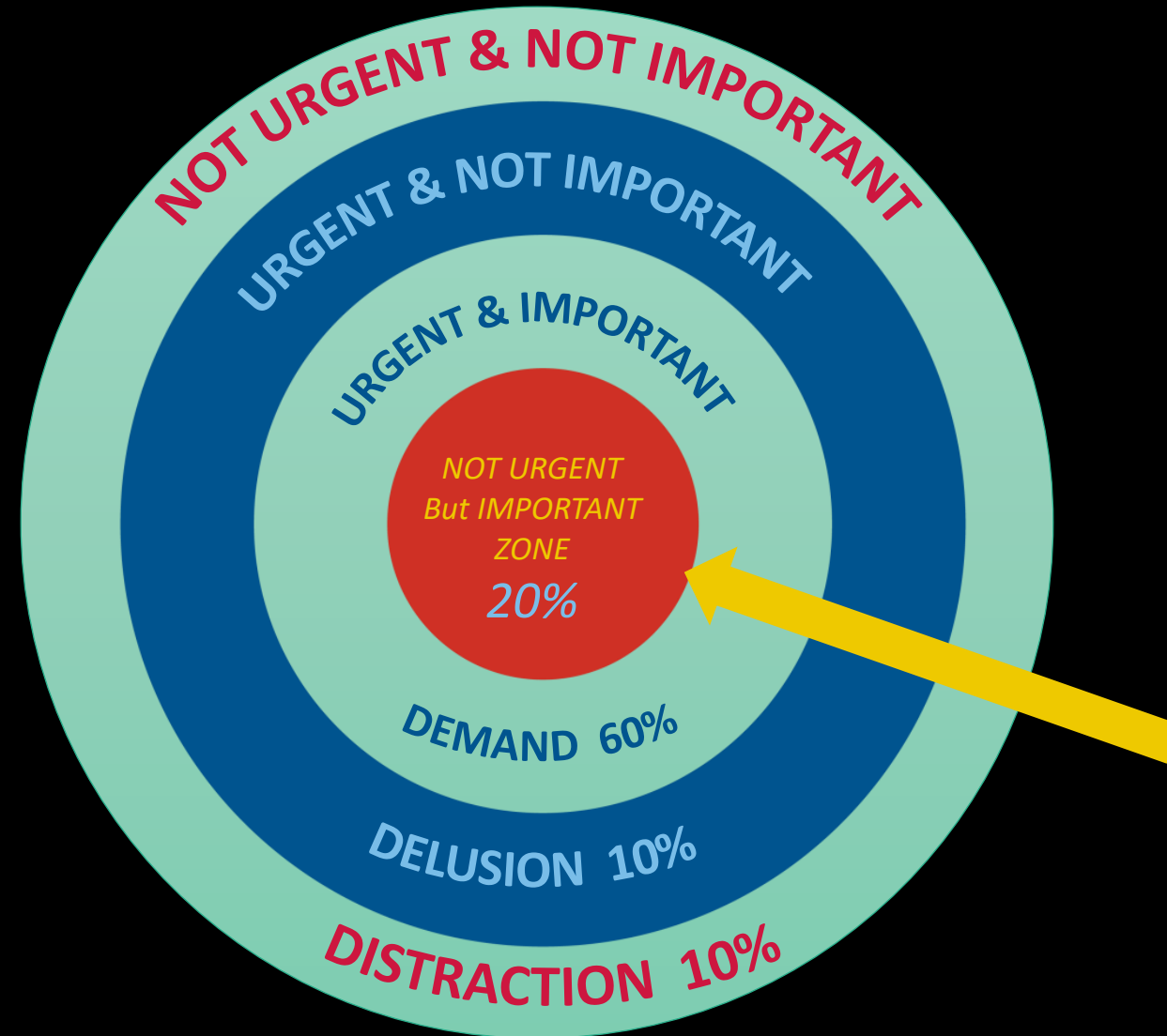


**MOST IMPORTANT**

## **PARETO PRINCIPLE**

There will always be too much to do.  
Focus on the most important, highest impact tasks  
first (20%) rather than the trivial many (80%)

# Time Target



Working  
**"ON"** your  
business

# Time Mastery with Covey's Time Management Matrix...

	URGENT	NOT URGENT
IMPORTANT	<p><b>1. Fire Fighting</b></p> <ul style="list-style-type: none"><li>• Crises</li><li>• Pressing problems</li><li>• Deadline-driven projects</li></ul>	<p><b>2. Quality Time</b></p> <ul style="list-style-type: none"><li>• Prevention, capability improvement</li><li>• Relationship building</li><li>• Recognizing new opportunities</li><li>• Planning, recreation</li></ul>
NOT IMPORTANT	<p><b>3. Distraction</b></p> <ul style="list-style-type: none"><li>• Interruptions, some callers</li><li>• Some mail, some reports</li><li>• Some meetings</li><li>• Proximate, pressing matters</li><li>• Popular activities, social media</li></ul>	<p><b>4. Time Wasting</b></p> <ul style="list-style-type: none"><li>• Trivia, busy work</li><li>• Some mail</li><li>• Some phone calls</li><li>• Time wasters</li><li>• Pleasant activities</li></ul>

Are you in  
the **ZONE?**

How does it  
feel when you  
are there?

**Where and why, you LEAK time...**



# TIME WASTERS



## **CONSTANTLY CHECKING E-MAILS**

Set specific time for it. Don't monitor. Manage expectations of time for responses. Send it to need to know ONLY. Filter junk – low priority OR have someone screen.

## **KEEPING DIGITAL DEVICES OUT**

Put phones away when working on a project or in a meeting. Minimize alerts AND set time for social media.

## **POSTPONING HARD YET IMPORTANT TASKS**

Not getting done important tasks often causes more work! Need to focus on the important few, not trivial many...

## **SAYING YES TO EVERYONE**

Your time is valuable. Servant leadership is not saying yes to everyone, it is making sure your teams needs are legitimate met.

## **PERFECTIONISM**

Use the Pareto Principle for where extra care is needed. It is costly!

# TIME VAMPIRES



## “HAVE YOU GOT A MINUTE?”

People who drop by – solution is to invite them to go over their items at the end of the day

## MR. MEETING

People do nothing but attend meetings – you need to stop and evaluate do you really need to be in or hold this meeting – is there a more time effective way to handle this?

## MR. TRIVIAL

People who cannot differentiate between the important, unimportant, minor or major – get them to rate how important it is and let them know you are only dealing with 9's & 10's

## EMOTIONAL CRISIS

Some people magnify everything – usually they do not want solutions – cut to the core of the problem and give them a solution

Time vampires only succeed if you allow them to it is your fault if you buy into them



# TIME WASTERS?



# TIME VAMPIRES?



# Time Study...

Do you really know where your time is going?

1. How many hours per day, and per week are you currently working?
2. What are the bigger chunks of activity that you are doing on most days?
3. How much time do you spend on each of these “chunks”?



# Time Study...

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ACTIVITY	TIME STUDY FOR:		WEEK OF: / /				Each Triangle is 30 minutes
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		

# Time Study...

Do you really know where your time is going?

1. What were your top 10 Time Wasters?
2. How much time did you spend in The Zone versus all other quadrants?
3. What activities could you delegate or possibly outsource (low interest, low skill)?





For business owners and leaders, your time is **MUCH** more valuable than your salary. It is the missed opportunities to grow revenues and profits while working **ON** the business!

ANY  
QUESTIONS  
?

# PLANNING MASTERY



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# Destination Mastery

BEGIN WITH THE END IN MIND





# Destination Mastery



Do you have 90-day plan or an annual plan that you use at least weekly to determine major actions needed?

Do you have measures that evaluate your progress against the roadmap?

Knowing where you want your business to go, is critical to using your time well.

Studies show, business with a plan, grow 30% faster than those that do not.

# BEGIN WITH THE END IN MIND

# Weekly Planning – Default Diary

1. Priority weekly & monthly tasks go in the diary 1st ...as a default. These are working “ON” the business tasks.
2. Any time remaining is used for day to day tasks. These are only tackled outside priority times.
3. So tasks are **not** put into the diary as and when they arise.
4. **Modify the plan at the end of each day, for the next.**
5. Construct & modify each week.

**Your time is therefore focused on your Goals  
i.e. what’s IMPORTANT, not just urgent.**

**PLANNING  
PRINCIPLE:**



**PUTTING IN THE  
BIG ROCKS FIRST**



# Does the task you are viewing:

- a) Generate new customers/clients?
- b) Retain an existing customer/client effectively?
- c) Meet a requirement for compliance?
- d) Help you in some genuinely tangible profit increasing way?

If the answer is not YES to any or all of these points...

...it's probably not a ROCK category!

# PLANNING PRINCIPLE:

As Mark Twain once said “If it’s your job to eat a frog, it’s best to do it first thing in the morning. And if it’s your job to eat two frogs, it’s best to eat the biggest one first.”

Brian Tracy - Author

## EAT THE FROG



1. Your ‘frog’ is your biggest, most important task.
2. If you have two frogs, eat the ‘ugliest’ one first.
3. If you must eat a frog, don’t procrastinate on it.
4. The key to reaching high levels of performance and productivity is to develop the lifelong habit of tackling your major task first thing each morning.

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ENLIGHTEN

# WEEKLY PLANNING – DEFAULT DIARY

	Mon	Tue	Wed	Thu	Fri
8		Coaching	Networking	Travel	
9					
10	Travel	Travel		Coaching	Sales Meeting
11	Coaching	Coaching	Travel		
12			Coaching	Travel	
1	Travel	Travel		Coaching	
2	Prospect Calls	Marketing Emails	Team Meeting		Travel
3				Travel	Review business & marketing KPIs & plan
4		Coaching	Sales Meeting	Coaching	
5	Admin			Admin	
6		Travel	Travel		
7	Board Meeting			Family Night	

# Weekly Planning – Default Diary

1. What would your default diary include?
2. What are your highest value activities?
3. What is the most valuable use of your time right now?
4. What are potential consequences of doing or not doing this task?
5. Resist the temptation to clear up small things first!

# Top Time Management Tips...

- Set motivating goals for your business...
- Create a Default Diary driven by your 90 Day Goals ...
- Put the LARGE ROCKS in the Default Diary First...
- Eat a Frog for Breakfast every day ...
- Don't Major in Minor things (PARETO)...
- Tame phone, email & other interruptions ...
- Identify and eliminate the stuff you shouldn't be doing...
- Agenda for all meetings, conference calls to save time ...
- Learn to delegate to your team ...
- Have someone hold you accountable for your plan...





# Homework:

- Complete a time study of your work
- What are 3 things to **STOP** doing?
- What are 3 things to **START** doing?
- What are your current large rocks & frogs?

ANY  
QUESTIONS  
?



**PLEASE FEEDBACK NOW**

**2 Minute Survey**



# THANK YOU FOR YOUR TIME!

Contact me for time study or Default Diary forms.

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