



10 Secrets to Getting Things Done Quicker

by Eric Spellmann



Spend \$86,400 in One Day

- You Cannot Bank It or Invest It
- Any Amount You Don't Use, You Lose
- 5 Minutes. Go!
- How Did You Decide What to Buy?
- Every Day Has 86,400 Seconds...

Our Roadmap

- Your Mindset
- Your Actions
- Your Technology
- Your Distractions
- Your Action Plan



Your Mindset



We All Have 24 Hours

- No One Has More than You!
- Time is the Great Equalizer
- You **MUST** Have the Desire to Save Time
- **What Takes Up Your Time?**

Your Barriers

- **Lose My Spontaneity?**
 - Time Mgt People are Weird
- **Programmed by Others**
 - Self-Fulfilling Prophecy
- **Its Just Not Possible**
 - TM is Learned Not Genetic

What are YOUR Barriers?

Understand “Focus”

- Multi-tasking is a Lie
- You Cannot Do It
- No One Ever Has
- Get Some Sleep

How Good Is Your Focus?

- Listen Closely to this List...

How Did You Do?

- Blanket
- Comforter
- Doze
- Dream
- Exhausted
- Headboard
- Mattress
- Nap
- Pajamas
- Pillow
- Quilt
- Rest
- Sheets
- Slumber
- Snooze
- Snore

Understand “Choice”

- Learn to Say “No”
- “No” is Not Rude
- Only Say “Yes” if You...
 - Have Time to Do It
 - Truly Care About It
- **Let's Practice...**

Your Actions



Name it to Claim It

- **Re-Program Your Subconscious**
- **Affirmations are Key**
- **Fake it to Make It**

Prioritize to Succeed

- Critical and Do Now
- Critical and Do Later
- Not Critical and Do Now
- Other

DO NOW

DO LATER

CRUCIAL

crucial &
do now
[like right now]

crucial but
do later
[do soon]

NOT CRUCIAL

not crucial
but do now
[delegate]

uncategorized
[delete or move]

Your Body Makes the Schedule

- Allowable Day-Off Titles:
 - Tired
 - Hungry
 - Slowing Down
 - Cruise Control
 - At 70%
 - On Fire!



Keep It Moving

- Don't Stall on a Small Detail
- Don't Over-Think
- Give Yourself a Few Minutes, then Move On!

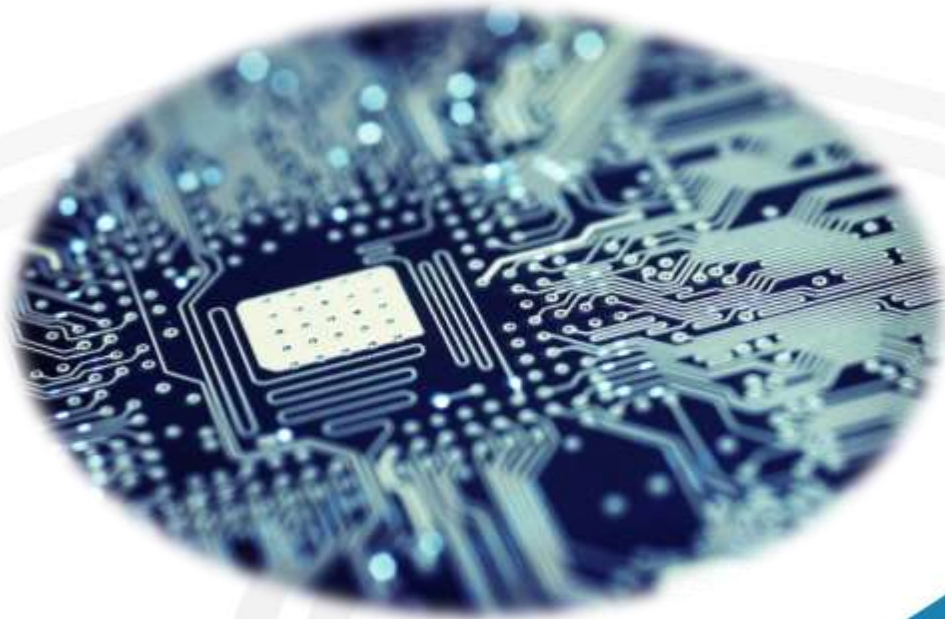
Never Touch Something Twice

- Deal with It Now
- Keep Your Inbox Empty
- If You Start It, Finish It!

Destroy Writer's Block

- Use Power-Storming
 - Write for 5 Minutes...
 - ...Non-Stop

Your Technology



Talk to Your Tech

- Use Siri, Google, or Cortana
- Faster than Typing
- Learn What “Commands” You Can Use



Research Faster

- Use Google. Period.
- Use Questions, not Phrases
- Use Secret Google Keywords
 - Related, Site, Filetype
- Use Advanced Search

Top Time Management Apps

- Google Keep
- Priority Matrix
- Google Calendar
- Flat Tomato

	DO NOW	DO LATER
CRUCIAL	crucial & do now [like right now]	crucial but do later [do soon]
NOT CRUCIAL	not crucial but do now [delegate]	uncategorized [delete or move]

Time Management and Email

- Zero-Inbox
- Use Automatic Filters (Rules)
- Determine Frequency to Check
- Unsubscribe!

Social Media

- Save for Breaks
- Business: Stay off Personal Feeds
- Use Four-Ingredient Model
- Schedule Posts Using Hootsuite

Your Distractions

If I had a dollar for everytime I got distracted, I wish I had some ice cream.



someecards
user card

Your Phone

- Silence It During Critical Tasks
- Use “Do Not Disturb” Feature
- Consider a “Grasshopper” Option
- Move “Fun” Apps to Next Page

Your Co-Workers

- Shut Your Door
- Use DND on Your Office Phone
- Wear Headphones (Seriously)

Time-Wasting Meetings

- 30-Minute Limit
- Stand
- Start on Time
- Know Your Goal Before Starting

Manage Breaks

- Take More Yet Smaller Breaks
- Get Up From Your Desk
- Obey the Time Limits You Set!



Your Action Plan



Tomorrow, I Will....

- Acknowledge I Manage Time Well
- Spend Time Planning My Day
- Prioritize My Tasks
- Track Them (High Tech or Low)
- Avoid Distractions



Do **YOU**
have **ANY**
Questions?

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