MY NOTE TAKING NERD'S NOTES FROM EBEN PAGAN'S GURU MASTERMIND PROGRAM

Time Management Strategies with, Eben's Mentor, Wyatt Woodsmall

This will be a 12 session series, one per month. There will be homework each month to work on.

A key concept is **"Modeling."**

Modeling is a process of observing elite performers and seeing what they do, and then designing ways to transfer those abilities to other people.

We'll be dealing with things like time, emotions, and learning, as well as a series of things related to personal effectiveness, efficiency, and productivity.

Our focus will be on learning what successful people ACTUALLY DO, as opposed to just what successful people might only TELL YOU that they do.

Most trainings are based upon "theories" of what works, as opposed to this training, which will be based upon what proven performers actually do.

One thing that Wyatt has learned by observing elite performers, is that **how well you perform on any given day, is as much based on what's going on in your life that day, as it is based upon your actual skills and abilities.**

You can be the most skillful person and you can have the greatest abilities, BUT THERE MAY BE DAYS WHEN YOU'RE NOT ABLE TO USE THOSE ABILITIES, because you've got other things interfering in your life.

So, one of the things we'll be looking at is understanding this process, AND UNDERSTANDING SOME OF THE THINGS THAT INTERFERE WITH OUR ABILITY TO PRODUCE RESULTS.

This is largely a process of LEARNING TO MANAGE YOURSELF. When we approach the topic of Time Management, we need to start with focusing on OUTCOMES.

Here are some ground rules, as we begin to study Time Management. These ground rules can be applied to any new area of study, as well:

Rule #1: Have an OUTCOME in mind. Start with an Outcome.

Rule #2: Have enough sensory acuity to see whether what you're doing is working or not working. (It's amazing how many people keep doing things that don't work!)

Rule #3: Have enough flexibility of behavior, to vary your behavior - until you get the response that you want. It is "requisite variety" that counts. Requisite variety is the ABILITY TO VARY YOUR BEHAVIOR when needed.

If you only have a limited amount of ways of doing things, and if all of those ways don't work, then you're out of luck. (The more flexibility you have and the more ways you have to vary your behavior when necessary, the more successful you will be.)

Rule #4: TAKE ACTION and put what you know into PRACTICE.

Don't just focus on improving your "Time Management" abilities. Instead, start with focusing on your OUTCOMES.

Most people simply float through life. They are simply reactive, and they are not PROACTIVE.

In order to be proactive, you must have a goal and a desired OUTCOME.

In order to be effective and efficient, you must first have specific, focused outcomes.

The reason why many people continue to do things that don't work is because they are addicted to their suffering.

Also, many of us have heard and follow this idea: "If at first you don't succeed, try, try again." This is NOT always the best philosophy! Often times what is best to do is to try a different approach.

Another reason that some people keep doing things that don't work, is because THEY HAVE NOT BEEN MEASURING WHETHER WHAT THEY ARE DOING IS WORKING OR NOT!

Whenever you're trying something new, it's best to have "shortfeedback loops", where you get to find out quickly whether what you're doing is working or not.

If we don't have an **"evidence procedure",** then we have no way of knowing whether something that we're doing is succeeding or not.

Our "evidence procedure" needs to be tangible, in other words something we can see, touch, or smell, and it needs to be something that we have some degree of control over.

"We have an infinite capacity for self-deception." – Tony Schwartz

Test a lot of things, and if what you're doing isn't working, then move on to something else, and don't get TOO ATTACHED to something!

Effectiveness and Efficiency:

- **Effectiveness** is the ability to produce results.

- **Efficiency** is the ability to produce greater results over time.

If you're going to try to improve your Effectiveness and Efficiency, you must have ways of measuring these things. Otherwise, these are meaningless concepts.

Deming pointed out that in order to improve your Quality - you must have ways to measure it.

In your business, you must have metrics!

Advice: DO NOT CONFUSE ACTIVITY WITH PRODUCTIVITY!

Productivity is OUTCOME DIRECTED activity.

You might be someone who does a lot of activities, however it is only EFFECTIVE and EFFICIENT activity that counts.

The Pareto Principle (the 80/20 rule

Pareto was an Italian economist who observed that in most organizations, 80% of the results are produced by 20% of the people.

The Pareto Principle also applies to each of us as individuals.

There is a "critical 20%" of things which we do on a daily basis that produces 80% of our key results. This means that 80% of what we do is only producing 20% of our key results.

You must ask yourself "What are the things that I'm doing during my day that is not producing significant results?" In order to answer this question, you must have ways of measuring your activities.

We must realize these **three key truths** of life:

1. WE ONLY HAVE A LIMITED AMOUNT OF TIME.
2. WE ONLY HAVE A LIMITED AMOUNT OF ENERGY.
3. WE ONLY HAVE A LIMITED AMOUNT OF RESOURCES.

You're not going to get any more time, and you're likely not going to get any more energy or resources.

So, the question is, how do you manage the time, energy, and resources that you have?

If you want to ADD SOMETHING INTO YOUR LIFE, then you must TAKE SOMETHING ELSE OUT!

You are already filling your day up (with something).

"It's what you're doing when you're NOT doing WHAT YOU NEED TO BE DOING, that's the problem."

If you want to start doing more of something that you need to be doing, then you need to be doing LESS of something else.

We must ask ourselves: "What am I willing to give up? What am I willing to stop doing?"

Sit down and make a list of all of the things that you're doing in your life that are wasting time and that are not productive?

Take a look at each of these three main areas, and ask yourself these questions:

Intellectual Level: "What am I thinking about, when I am NOT thinking about what I NEED to be thinking about to be a more highly effective person?"

Emotional Level: "What am I feeling, when I am NOT feeling what I need to be feeling in order to be a more highly effective person?"

(Our minds and our emotional capacities are like cups: If you want to put water in a full cup, then you've got to pour out what is already in there before you can put anything new in.)

Physical Level: "What am I doing, when I am NOT doing what I need to be doing in order to be a more highly effective person?"

Starting new Success Rituals:

Eben advises us to implement one new Success Ritual in our lives, about once every 30 days.

However, if you're going to create a new routine to add to your life each month, then you must take a look at the things which you must give up, in order to MAKE ROOM FOR your new routines.

We're basically creatures of habit.

Our bad habits are very strong and continually try to pull us back to wasting time, wasting energy, and wasting resources, in the ways that we always have.

99% of the things that we think and do today, are the same ones which we thought and did yesterday, and the day before, and the day before.

If you don't CRITICALLY look at the things that you're doing with your time every day consistently, and CONSCIOUSLY say to yourself "there's an hour a day of time that I'm spending and wasting that just doesn't get me anything"…and then RECOMMIT THAT TIME and REDEPLOY your resource.. then, T'S NEVER GOING TO HAPPEN ON ITS OWN!

And unless you do it CONSCIOUSLY and PLAN FOR IT UP FRONT, and then DO IT every day for, let's say, 30 days…to create a new ritual…then it's not going to happen by itself.

Also, realize that there is some part of you that actually ENJOYS and GETS OFF ON things that are wasteful and unproductive. This is called "secondary gain."

You must confront these time-wasters, and face yourself, and be honest.

And if you want to grow to the NEXT LEVEL in your life, thenmyou have to systematically let these things go, and then replace,these things with POSITIVE PRODUCTIVE ROUTINES and RITUALS that will help you become more productive in your life.

If, according to the Pareto Principle, there is a "critical 20%" of our activities that produces 80% of our key results, and **if during the whole day you could take that "critical 20%" and repeat it throughout the day, then you would increase your performance 320%!**

Wyatt and his wife wrote a book called "People Patterns", and analyzed many of the habitual patterns found in human behavior. One of their key observations was the following.,People tend to fall into one of two categories: people that are **'In,time'**, and people that are **'Through time.'**

These two categories correspond to the two Myers-Briggs categories of,'Judgers' and 'Perceivers.'

'In time' people prefer to do things spontaneously. They don't like to plan and they like to have their options open. They may be late often, since they are usually focused in the moment, and can lose track of time.

'Through time' people prefer to do everything according to a plan. They tend to be decisive, once they make up their mind. They are usually on-time or early.

Ask yourself, "Am I an **'In-time'** person or a **'Through-time'** person?"

One of the problems with 'In time' people, is that they're perceived as irresponsible, wishy-washy, lacking in punctuality, etc. Also, 'In time' people can lose sight of the long-term consequences of what they are doing (e.g., drug use, unprotected intercourse, etc).

On the other hand, one of the problems with 'Through time' people is that they tend to lack flexibility and spontaneity. Also, having lots of plans that you've committed to doesn't necessarily equate to productivity.

'In time' people and 'through time' people are often in CONFLICT with each other, due to their differences.

In fact, this is one of the biggest causes of divorce in our society!

There is no superiority among these two types of people. In fact, the IDEAL is to have the flexibility to be able to SWITCH BACK AND FORTH from being an 'In time' person to a

'Through time' person, depending upon what the situation calls for.

There are some situations where it is best to just be spontaneous and 'be in the moment,' whereas there are other times when it is best to have a plan and be time-rigid.

** The goal is FLEXIBILITY OF BEHAVIOR!