

MASTER

YOUR TIME BREAKTHROUGH



5-WEEK PROGRAM WORKBOOK

WITH ABIGAIL BARNES

5-WEEKS PROGRAM

Turn your Time into Profit

Week 1 – Your Foundation

Week 2 – The Audit

Week 3 – The Results

Week 4 – The Agreement

Week 5 – Your Success Plan

Why do you want more Time?

3 Reasons:

1.

2.

3.

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Step 1 - The Audit

In order to have a clear understanding of how you are spending your time right now:

1. Use this document to track how you spend your time for 7-Days.
2. Include everything that you do, don't worry if it is an 'unusual' week or that doing this exercise makes you feel judged or a 'failure'.
3. The information here will help you to get the best results from the book.
4. Be honest about what you record. After all, you are doing this for yourself, so there is no point in making it up.

****Do not be tempted to do this task for a couple of days and then start making changes, trying to fix the problems for yourself.**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am- 8am							
9am-11am							
11am-2pm							
2pm-5pm							
5pm-8pm							

Step 2 – Results Analysis

1. What time were you getting up each day?
2. What time were you going to bed each day?
3. How much energy did you have every day based on the rest you got?
4. How much time was spent on Social Media (Personal & Work)?
5. How much time did you spend watching TV?
6. What social activities did you do and how much time did you spend on them?
7. How much time did you spend with friends or family that needed your help?
8. How much time did you spend on business development?

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

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Step 3 – The Results

What do your results say about you?

It's likely you will have a combination of 2-3 of these time wasting characteristics



Social Media Junkie



Chatter Box



Care-Bear



Jack of All-Trades



Procrastinator



Travel Bunny

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Step 3 – Bonus Activity

On the table below, use the Action column to record the actual actions that you can take to reclaim time each day (some suggestions have been added to help)

Characteristic	Solution	Action
Social Media Junkie	Discipline	Plan
Chatter Box	Organisation	Voice Mail
Care-Bear	Resolution	Detachment
Jack of all Trades	Outsource	Research
Procrastination	Routine/Structure	Action
Travel-Bunny	Planning	Organisation

Reclaim 1 hour per day in 15 min chunks

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Step 4 – The Agreement

It's time for change - Read, date and sign this agreement with yourself.

I(name)

recognise that there are things that I am currently doing
which are stealing my time from me.

I commit to making the changes necessary to have more
time, that will allow me to live the life that I want to live both
in my work and social life.

I agree to recognise when I am beginning to fall back into my
old destructive habits and to revisit the parts of this book that
are relevant to helping me back to the place where I control
my time and it no longer controls me.

I understand that there will be times when change seems too
hard and too painful to do, but I trust that I will have the
courage to follow through on my actions and that the life I
can have is worth the temporary discomfort.

I vow to never use time as an excuse again because I
understand that I control how I spend my time and that it is
my sole responsibility to change and take charge.

I(name)
sign my agreement to this commitment with myself.

Date

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Step 5 – Turning time into profit

OUTSOURCE

Successful outsourcing will not only allow you to focus on what you do best, but it will give you the time to be able to focus on finding other ways of satisfying your customers or clients and therefore expanding your business. By building relationships with your outsourcers that are based on trust and respect you will be able to create a team with which you can accomplish just about anything.

This will give you more time that you can spend productively. Outsourcing provides you with access to global talent, the ability to increase your 'team' without the hassle of staff management strategies (or hours of interviews), and complex payroll management support that for a small or lean enterprise will prove to be invaluable for low-stress growth and development.

What can I Outsource?

- **Website Creation**
 - SEO
 - Social media strategy
- **Copy Writing**
 - Web content
 - Blogs (for Facebook, LinkedIn, Website)
 - Sales copy for email marketing
- **Customer Service**
 - Email support
 - Call centre
 - A virtual team
- **Personal Assistant**
 - Manage your diary
 - Book travel/accommodation
 - Deal with basic emails
- **Market Research**
 - Industry/Sector
 - Product
 - Competitor
- **Social media**
 - Create basic presence
 - Maintain basic presence - Facebook/LinkedIn/Google+/Instagram/Twitter/Youtube a/c management
- **Email campaigns**
 - Create emails
 - Manage email strategy (timings)
 - Provide reporting
- **Fulfilment**
 - Manage physical stock
 - Manage distribution
- **Accountancy**
 - VAT returns
 - Bookkeeping
 - Accounts (P&L)

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7 Reasons to Outsource

1. There is a massive pool of talent out there in the world today
2. You can literally outsource everything
3. Outsourcing allows you to concentrate on what you are good at, your core competencies
4. You don't ever have to speak to or meet with them if you don't want to
5. Outsourcing can be very cost effective
6. The cost of living in many countries outside of the UK or US is far lower, therefore the cost of outsourcing is a lot cheaper (you are putting them in the top 10% of earners in their own country, you are giving them a chance to have a 'skilled' job and provide for their families)
7. Outsourcers can work while you are asleep due to the time differences

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Double your Productivity with 20/80 Rule

"20% of your activities generate 80% of your results."
What 3 activities create 80% of your results?

1.

2.

3.

What can I Outsource?

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Step 5 - The Success Plan

What is the 12-month growth strategy for your business? What goals do you want to achieve quarterly/monthly to deliver that strategy?

12-MONTH GROWTH STRATEGY

2018 STRATEGY

QUARTERLY GOALS

Q1

Q2

Q3

Q4

MONTHLY ACTIVITIES

JAN/FEB/MAR

APR/MAY/JUN

JUL/AUG/SEP

OCT/NOV/DEC

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Step 5 - The Success Plan

Map your goals out across the next 12-months using post it notes

12 MONTH

BUSINESS GROWTH PLAN

JAN	APR
FEB	MAY
MAR	JUN
	
JUL	OCT
AUG	NOV
SEPT	DEC

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Time Management Take Aways

List your top 3 takeaways from this training workbook:

- What will you action in your business/life, and when will you action it?

1.

2.

3.

>>Next step<<

Email: reviewcall@abigailbarnes.co.uk

Book a free review call to discuss your biggest
Time Management challenges with Abigail