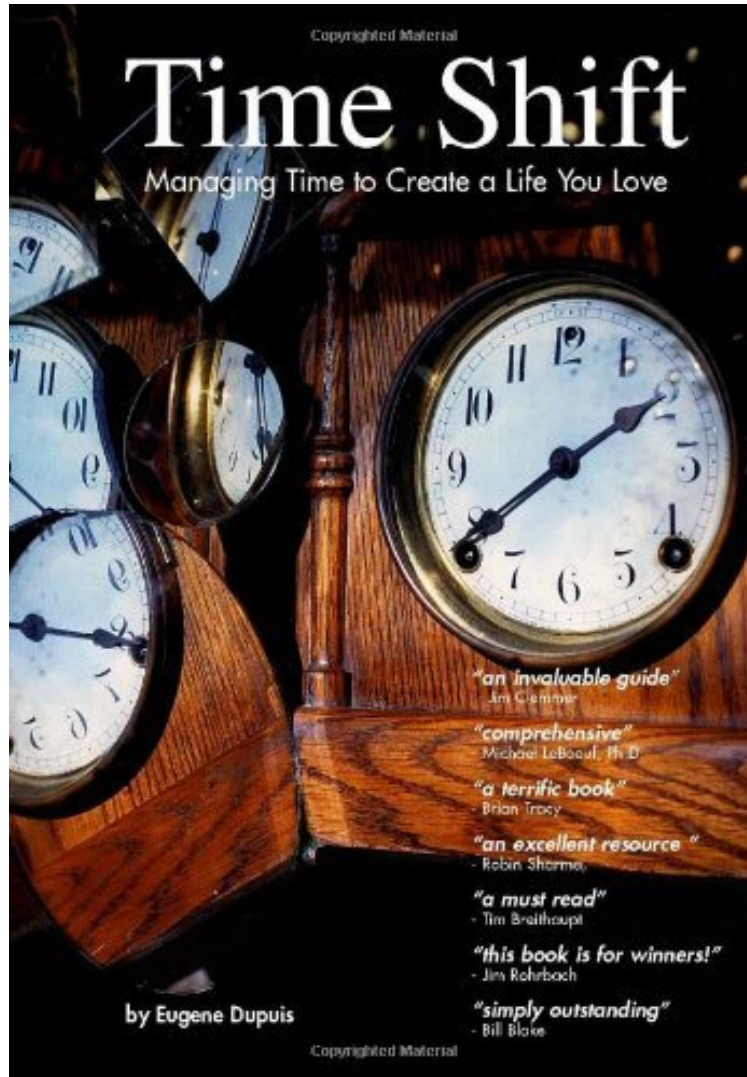


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## Time Shift: Managing Time to Create a Life You Love

*Eugene Dupuis*

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**Eugene Dupuis : Time Shift: Managing Time to Create a Life You Love** before purchasing it in order to gage whether or not it would be worth my time, and all praised Time Shift: Managing Time to Create a Life You Love:

A comprehensive personal time management resource full of ideas, insights, techniques, strategies and exercises that empower readers to create a life they love.

About the Author Eugene Dupuis is founder and principal of The Achievement Institute, and a respected subject matter expert. He's a scholar, author, trainer and mentor who uses a practical mix of success skills and inspirational guidance

to develop executives across Canada. His interest in personal development began at the age of 13 while reading Norman Vincent Peale, Napoleon Hill, and Dale Carnegie. He's studied and applied the teachings of Wayne Dyer, Zig Zigler, Brian Tracy, Deepak Chopra, Tom Peters, Stephen Covey and many others to transform individuals and organizations. The former Director of Sales and Marketing for TORSTAR Newspaper Group's six Toronto suburban newspapers. Eugene has worked with executives in some of the country's most prestigious private and public organizations, including TORSTAR, Southam Newspaper Group, Sun Media Corporations, Toronto Life Magazine, The Canadian International Development Agency, the Department of Indian Affairs and Northern Development, and Human Resources Development Canada. Time and Self Management; The Masters Program has been nominated for Ontario's top training award as recognized by the Ontario Society for Training and Development. As well as coaching The Masters Program, Eugene also conducts powerful group workshops and inspiring keynote presentations. Excerpt. copy; Reprinted by permission. All rights reserved. "Finish each day and be done with it. you have done what you could; some blunders and absurdities no doubt crept in - forget them as soon as you can. Tomorrow is a new day; you shall begin it well and serenely." Ralph Waldo Emerson "Productivity is the deliberate, strategic investment of your time, intelligence, energy, resources and opportunities in a manner calculated to move you measurably closer to meaningful goals." Dan Kennedy No B.S. Time Management Action Lists All great managers of time work from action lists every day. They discipline themselves to write things down. Every assignment, every call they have to make, every communication that's required, every appointment, every name and every phone number. They write down everything that is important. Success isn't so much a mystery ... it's a reflection of what you are doing with your time. Highly successful people are massive action takers. They don't just try one solution to a problem, they come at it from many different directions and use action lists to record and track their efforts. Those who do not use lists forget things ... as much as they contend not to. They cannot prioritize properly, they can't find important things to accomplish during small windows of time. They respond to the urgent instead of the important. People who rely on memory feel stressed, tired and fatigued. At the end of a day, they're unsure of what they've actually accomplished to bring them closer to their goals. List users are more organized all day long and get the most important things done each day. They are in control of their time and their lives, on top of their work each day, move closer to their goals each day, and have a sense of accomplishment. There's never enough time to do everything, but there's always enough time to do the important things. When action lists are written down and prioritized you can tell at-a-glance what you should do next ... you'll know right away what the most valuable use of your time is right now. Prioritizing your action list Martin Taylor, Vice Chairman of Hanson Trust, claims: "The greatest test of time management is making your priority choices". It can be hard to decide which of several jobs, all demanding urgent attention, should be tackled first. You're not alone ... a survey of 1300 managers showed poor priority setting was a common weakness. The 80/20 rule applies to time management as well as it does anywhere. Diligent priority setting tells you the 20% of activities which generate 80% of your results, and has you do them before other less valuable tasks. Priorities are determined by evaluating the importance and urgency of each item as it relates to reaching your goals and objectives. If it's both important and urgent, it's a top priority; if it is only one or the other, it's a medium priority; if it's neither, it's a low priority. With a little practice you can learn to discriminate quite quickly. Here are some techniques you can use to help you prioritize: If you were called out of town for a week, what is the one thing you'd do? Write a number 1 beside it. If you could do two things, what would the second thing be, put a 2 beside it. Prioritize your list numerically. If that doesn't work for you, use a lettering system; identify the critically important things you want to achieve tomorrow morning and put an A beside them. Put B's beside the next things you want to do but are less urgent or important. Put C's beside the actions you want to do later in the day, or which could be delayed if necessary. If you're really ambitious you can then numerically order each of you're A's, B's and C's in the order you want to complete them. It doesn't matter how long your list is, or how you decide to prioritize it, the critical part is that they have to be prioritized. This allows you to concentrate on what you're doing while you're doing it, knowing that it's the most important thing you could be doing with your time right now. You won't be overwhelmed by everything you want or need to do each day. Instead, you can be completely present to what you're doing while your doing it. This is truly where joy and fulfillment exists.