

WHERE TO SPEND YOUR TIME

The Fear of Missing Out (FOMO) is the biggest Time & Money Waster in our lives! Time dictated by family, friends, Facebook, TV, courses etc.

You need to be in control – otherwise you drift – and ask yourself every night – blimey what have I achieved today?

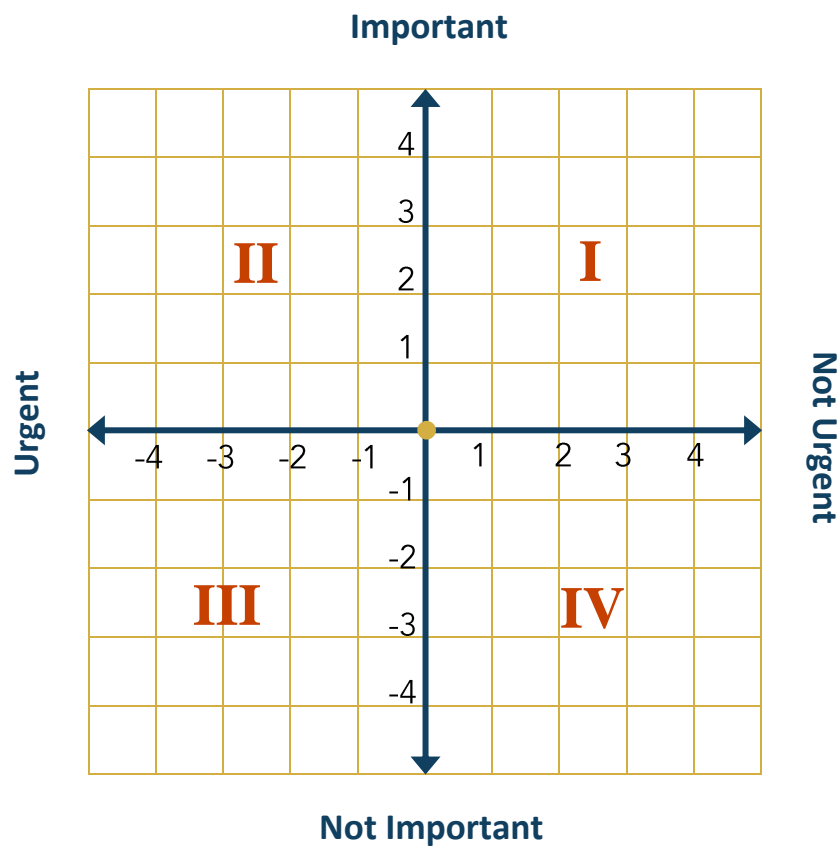
1. Create your week by starting with Daily Themes:

Here is an example:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Study	Marketing	Client work	Relationships	Finance	Free	Prep

The aim is to structure your work and have one focus per week day.

2. Evaluate where you spend your time – Priority Matrix



Q1 – Important but not Urgent

- ❖ Planning
- ❖ Goal Setting
- ❖ Studying, personal development
- ❖ Exercise, Movement
- ❖ Relationship building
- ❖ Family

DECIDE & SCHEDULE – otherwise it's NOT happening

Q2 – Important and Urgent

- ❖ Crisis
- ❖ Problems
- ❖ Deadlines

JUST DO IT

Q3 – Urgent but not Important

- ❖ Interruptions from other people
- ❖ "Can I just pick your brain"
- ❖ Urgent to someone

DELEGATE IT – say no – as there is really no need for you to do it

Q4 – Not Important and Not Urgent

- ❖ Social Media
- ❖ Scrolling Facebook
- ❖ Watching Day Time TV

DUMP IT – these are classical time wasters and are getting you nowhere!

