

Time Management...or do you Mean
"Life Management"
Monday, March 17, 2014

- Weekly Mission Live Stream Monday at 8 PM EST, 9 PM EST, 10 PM EST, 11 PM EST www.m5mlive.tv or 24/7 www.m5mlive.com
- Building Champions Call – Saturday 10 AM CT - 800-768-2983 – Access code 4717458
- Mannafest 2014.... Be there. Register at events.mannatech.com
- Association of Network Marketing Professionals Conference March 27-30. For more info: <http://anmp.com>
- Update www.navig8.me/(you account #) site for all members and associates on Ūth.
- Check out the new Loyalty program video to use with your team. <http://play.pointacross.com/leoq21353dg2>

John Maxwell, "Leadership Gold"

1. Peter Drucker "Nothing else distinguishes effective executives as much as their tender loving care of time."
 - a. Time is an equal opportunity employer
Everyone gets 24 hours, no more no less, but not everyone gets the same return.
 - b. There really is no such thing as "time" management...everyone gets 24 hours per day...you can't hold some over, move some back, find some more so quit looking for time.
2. So if can not "manage time" why not manage yourself?
 - a. Successful people realize that time is their only limited asset..."it is the most precious commodity on earth."
 - b. They continuously ask "Am I getting the best use out of my time?"
 - c. Most people fail to acknowledge the true VALUE of time
What to do between Birth and Death: the Art of Growing Up by Charles Spezzano has a great quote
3. We squander our time when we do things that bring us little or no return
 - a. When leaders do it, they not only hurt themselves but all their people.

And each one of us is a Leader in our Mannatech business no less with many other relationships we have in life.

4. People who manage themselves poorly typically have one or more of these three items happening

a. First: They undermine their uniqueness doing what others want them to do.

Carl Sandburg, "Time is the most valuable coin in your life. You and you alone will determine how that coin will be spent. Be careful that you do not let other people spend it for you."

What expectations are others putting on you? Are you buying into what others are saying about you, network marketing, your past, your future?

Why are you giving away control of your future (your life) to naysayers?

Protect your calendar fiercely!

Don't allow others to put expectations on your time.

b. Second: They ruin their effectiveness by doing unimportant things

Henry David Thoreau wrote: "It is not enough to be busy. The question is 'what are we busy about?'"

How do you determine if something is worthy of your time, attention or effort?

Here is a 3-step process:

Step 1: Rate the task in terms of importance

Critical = 5pts

Necessary = 4pts

Important = 3pts

Helpful = 2pts

Marginal = 1pt

Step 2: Decide the task's urgency regarding when it must be done

This month = 5 pts

Next month = 4 pts

This quarter = 3pts

Next quarter = 2pts

End of Year = 1pt

Step 3: Multiply the rate of importance pts by the urgency pts

Items with highest score, get A rating and top priority

A: 16-25

B: 9-15

C: 1-8

Notice: urgency might be different for our Mannatech business so perhaps highest urgency is "this week" instead of this month.

NOTHING should be "today" ...keep yourself from reacting to crisis.

Daily TO DO List: Make one every day, evaluate all activity: quit being busy... choose being productive.

c. Third: They reduce their potential by doing things without Coaching or Training

Anything worth doing is worth doing better. Why wouldn't you look to gain wisdom from others who are ahead of you on the journey?

Training, coaching or mentoring can make a huge difference on how productive you will be.

More training statistically leads to greater productivity.

Zig Ziglar: "the only thing worse than training employees and losing them is not training them and keeping them."

"When you have a strong sense of purpose, enjoy life and possess an awareness of how brief life really is, the days always seem too short. That's why you have to manage yourself effectively. Everything you do - in your career, in your personal life, and in your leadership - depends on it. That's a lesson I hope you learn earlier rather than later."