

Chapter 1 - The Big Picture

Time is what we want most, but what we use worst. ~ William Penn

(founder of Pennsylvania colony)

The time for action is now. It's never too late to do something. ~ Antoine de Saint-Exupery

(20th Century French aviator and writer)

You are holding the world's simplest time solution guide in your hands. This guide offers incredibly simple instructions designed to teach you to solve the time puzzle—namely how to pack 48 hours into a single day. Let's examine these concepts before we get into the nuts and bolts of solving the time puzzle.

48 Hours in a Day

When we think about how we spend time in our daily lives, we usually think of hours. We tend to associate hours with our daily activities: an hour for dinner, a half hour for driving to work, six hours for sleeping, and so on. Put another way, what we can accomplish in a day is limited by the 24 hours we have.

What if we turn it around and think about time in terms of what we do in our daily lives? If we could accomplish twice as much during a day, it would be as if we had twice as many hours. The hours would still have 60 minutes, but our increased effectiveness in using them would make it seem as if there were 48 hours in a day.

Every day has 1,440 minutes, and our days each have 24 hours if we reckon the hours by 60 minutes, but our days can have 48 hours if we reckon them by what we accomplish.

Simple

Many think that the word “simple” means easy to do. And it is true that simple can be used to describe something that is easy to do, but “simple” is not the same as “simplistic.” Simplistic means that something has been made so simple that it has no value. If, for example, you ask me for the simplest way to drive from San Francisco to New York City, and I answer, “Go east,” my answer is simplistic. While it is true that you must drive east from San Francisco to get to New York, there is more to it than that. My answer was oversimplified and, thereby, lost its value. There is no guarantee that you will get to New York from San Francisco simply by driving east.

“Simple” means essential. The simplest way to do something is to do everything that is necessary and nothing that is unnecessary. The simplest way

to drive from San Francisco to New York is to take I-80 East to Teaneck, NJ and then to take I-95 North to New York. This is not the only way to drive from San Francisco to New York, but it is the simplest.

In a similar fashion, this is the world's simplest time solution guide because it captures the essence of the solution to how can we accomplish in one day what used to take two. There are just two components of the solution.

1. Stop losing time
2. Make the most of the time you have

The World's Simplest Time Solution Guide

This guide has four parts.

- ❖ Part 1 shows you how to stop losing time.
- ❖ Part 2 shows you how to make the most of the time you have.
- ❖ Part 3 offers some practical and helpful tips for accomplishing the most in the least amount of time.
- ❖ Part 4 is a collection of worksheets that you can use to apply the time solution tools presented in the other parts of this guide.

How to Stop Losing Time

Part 1 shows you how to take control of the time thieves that prevent you from packing 48 hours into a single day. First, it identifies the time thieves in your life and shows you how they operate. Then, it gives you the unique Time Solution Formula that you can use to stop the time thieves. Lastly, it gives you a powerful calendar you can use to monitor your success as you take time back from the time thieves. Part 1 will show you how to get more time for the activities and pursuits that you want to become part of your 48-hour day.

How to Make the Most of the Time You Have

Part 2 shows you how to make the most of the 1,440 minutes of every day. You get the most from your time when you know what you want to do with it, use it in a way that is important to you, and are smart about how you use it. Part 2 will

- Show you how to find and nurture your passion for the things you want to do
- Show you how to determine your priority based on your passion
- Show you how to use portion to get the most out of living your passion according to your priority
- Give you planning tools to help you be more effective in portioning your activities
- Show you how to better manage the time that you have so that you can actually get 48 hours in your day

Practical and Helpful Tips

Part 3 offers practical tips to help you create time by more effectively managing everyday activities such as e-mail and communications. These tips can add up to save even more time, thereby making more of it available for your 48-hour day.

Worksheets

Part 4 provides worksheets that will allow you to apply the powerful time solution tools presented throughout the guide. They will help you turn theory into practice on your journey to becoming a time master.

Part 1: Taking Control of Your Time