



WRITE NOW

MANAGE YOUR TIME
WORKBOOK 2018

“An entrepreneur never
says, ‘I don't have time.’
An entrepreneur says,
‘This matters, of course
I have time.’

An entrepreneur plans.”

Karen
McTackett

Manage Your Time

"I don't have time," is one of the most convenient inconveniences. The only time you truly need to manage is the moment of decision, and that takes barely a second because it is all about your mindset.

Are you willing to give your project the *time*? Because you have the time, and if you're resisting that statement, that's okay. It tells me that you just haven't made the decision to do this yet. Once you make the decision, accountability steps in. When we say, "Yes, I'm doing this, and I don't know how, and I don't know the next step, but I'm doing it," accountability and mentoring lay the path forward. Surround yourself with a tribe that is having the same experience, and know that accountability requires you to do the work. Trust your mentor to know when to step in and trust they are giving you the tools you need.

Your mentor is there to answer any questions about the tools and about the next step, but they are not there to do the work. That's a freelancer, not a mentor. Your mentor is there to guide you and assist you with clarity, focus, structure, feedback, and direction, but they don't do the work for you!

Time is a convenient inconvenience; however, life happens. Time is utilised resourcefully and unresourcefully when we tend to friends, family, children, work, business, shopping, chores, cleaning, responsibilities, cooking events, outings, networking, holidays, etc.

What was the last 'new' thing you started doing, be it an exercise routine, study, hobby, etc? And before you started that thing, did you have time to add something new to your calendar? I ask this question because often when people say they don't have time to write a book, what they really mean is they're not willing to make time because this is not important enough to them. We always find time for that which we want and for that for which we believe is important.

So, if one of your excuses here is, "I don't have time," I wonder, do you know your *why*? If your answer is, "No", get clear on your *why*. If your answer is, "Yes", I say, no you don't. Get clear on your *why*.

We all have 24 hours in a day. We all have the exact same amount of time in a day and that time moves at the same speed for all of us. I wonder why some of us think we are a special case and that we don't have time, whereas everyone else in the world does.

Once you've made the decision that time will no longer be your convenient inconvenience, we can manipulate your day and find the time you need to dedicate to your why. Think about the following questions:

1. Where can you find more time?
2. What are you doing now that you can give up?
3. Do you watch TV? Is that more important than writing your book?
4. Do you sleep for 9 hours? Do you need to?

Be honest with your answers. If your answer is, "Yes, it is more important," then continue to do it. This is about prioritising your time, not making you feel guilty. This is about you doing what's important and if that is not writing a book, that is fine. Do what feels right for you and your business.

Let's explore further where you're currently spending your time. I would like to ask you a few questions about this to get you thinking. I've offered some examples to get you started; these are suggestions only and may not resonate with you. That's perfectly fine – this is all about you!

1. What is a *priority* for your time, right now?

- These include resourceful routine and those things that you feel a responsibility for - and that's okay.
- Take note that I have not said these are the things you must do or need to do for everything is still a choice. It would be a high priority to choose to feed the kids, but it is still a choice - a very resourceful choice! Even sleep is a choice in respect of when and how long under usual conditions.
 - Sleep
 - Showering, etc
 - Eating and meal prep
 - Showering etc
 - Cleaning
 - Work
 - Business
 - Kid duty

Let's be very clear with this list. We are talking about the things that are the highest priority, those things that even though there is choice, it feels like a no brainer, of course you do it. These are not the things you are choosing to use as an excuse to procrastination.

This list will stay and is non-negotiable.



BRAINDUMP / NOTES

2. What *currently* takes up your time?

- Where are you currently spending your time?
- List everything you do in a typical week – resourceful and time wasting.
- Think outside of your non-negotiables now.
- These are the things that you do that you could possibly do without. Some of the examples below may be on your non-negotiable list and that is okay.
- Be honest with yourself and be kind to yourself.
 - Watching television
 - Cleaning
 - Talking on the phone
 - Visiting friends
 - Outings
 - Napping
 - Meditation
 - Event attendance
 - Movies
 - Hobbies
 - Shopping

We are not yet considering what you can and will give up to 'find' more time – as if it was somehow lost! Right now, we are simply considering where your time goes. We are exploring where you choose to spend your currency of time. Some of it will be valuable and worth the spend, some of it, not so much.



BRAINDUMP / NOTES

3. What is a *better* use of your time?

- What do you feel like you should be doing more of?
- This is not about what the world tells you 'should' do, or what those around you tell you, you 'should' do, this is about what you feel you need to do to move towards your goals, dreams, mission, desires, vision, etc.
- These are things that call to you and where you know it would be beneficial to allocate your time.
 - Writing your book
 - Working on your business
 - Education
 - Gardening
 - Prospecting
 - Networking
 - Marketing
 - Social Media
 - More time with the kids
 - Hobbies
 - Sports
 - Relaxation
 - Mediation

This is not a wish list. This is a purpose list. What things will you give time to that will move you towards who you were always meant to be before the world told you, you couldn't?



BRAINDUMP / NOTES

4. What would you *love* to give your time to?

- This is the wish list!
- These are the things that you'd love to give more time to, the things that are important to you but that you haven't prioritised because of your 'lack of time' and your stuck-ness in doing what you feel must take up your time.
- It is important to feel these responses.
- This is all about choice, *your* choice.
 - Writing your book
 - Education
 - More time with the kids
 - Date night
 - Going out with friends
 - Adventure
 - Travel
 - Artistic works
 - Your business
 - Gardening
 - Fun
 - Exploration
 - Outings
 - Visiting family
 - Cruising
 - etc

We're not talking about things that you use to procrastinate here, we're talking about your ideal *average* day.



BRAINDUMP / NOTES

5. What will you give up?

➤ Explore how you spend your time and how you would *like* to spend your time. Ask yourself these few questions:

- How much time do I spend doing the things I feel are high priority?
- How much time do I spend doing the things I feel would benefit me?
- How much time do I spend doing the things I want to do?
- Do I have a balance here?
- Where do I waste time?
- Where did writing my book come?
- How important is my book?
- Is my book a wish, or a priority?
- What do I need to let go of to prioritise my book?

If you decide there is nothing you can move to make time for your book, that's fine, it simply means that writing your book is not as important as everything else on that list. If that is the case, make the *decision* now that it *is* the case, and move on.

Let me be very clear here, this is not about removing things from your schedule that are high priority or even things that you want to do, it is about getting clear on what is important and why and using your time to move you forward.

We each choose how we spend every moment; how are you choosing to spend your next moment?



BRAINDUMP / NOTES

MANAGE YOUR TIME – FROM WRITE NOW: YOUR BUSINESS DEMANDS IT

A final thought about time:

1. What will happen if you don't prioritise yourself, your time, your desires, your why, your reasons, and your purpose?
2. What won't happen if you continue to spend your moments on things that keep you where you are now?
3. What won't stop happening if you decide to step up and take action?
4. What will happen if you choose to find the time to share your message?

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