

MAGICAL TIME MANAGEMENT:
CONSCIOUS AND SUBCONSCIOUS
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The purpose of this article is to enable you to get things done, easily, effectively and on time. In business you will learn to set firm priorities to be completed daily, weekly or monthly. As a student, this will enable you to get your studying done in a timely, comfortable and effective fashion. At home, you will learn to enjoy completing household tasks rapidly and effectively giving yourself time to accomplish the goals which bring you success.

You will learn to take delight in the timely completion of any task you accept, whether it be calling prospects persuasively and successfully, completing the studying needed to pass an exam, doing whatever is needed to move to a higher level in your chosen career or growing your own business joyously and effectively.

There are 168 hours in your week. The purpose of this article is to enable you to use those hours as effectively as possible to accomplish your goals. Through hypnosis, you can learn to put good time management habits in place deep in your subconscious mind. Its magic is in enabling you to automatically practice those new habits in place of any negative ones you may have used in the past. I have included here some very basic time scheduling ideas to give you something to work with for now. It would certainly be useful to obtain the more extensive materials available on this subject. Read books and take classes on effective time management. It is a subject well worth studying.

You will begin with a list of goals. Be specific, such goals as calling a certain number of prospects each week and closing a specific number of deals each month, paying all outstanding bills Wednesday evening each week, being prepared to take the Bar no later than three weeks before it's being given are all good examples. Each of these goals and others you set for yourself include action steps for their accomplishment--calling a certain number of prospects is actually an action step to closing a certain number of deals each week, month or whatever. Action steps for being prepared to take the Bar could include such things as studying for three hours a day and enrolling in that excellent tutorial program you've heard about.

You can make a schedule of daily, weekly, and monthly activities to insure that your goals and the tasks on your daily To Do list all get accomplished. call the Success Center for a complimentary time management sheet.

The printed schedule I'm referring to lists most of what you regularly do with your time. If you don't have it, list now the amount of time in minutes or hours per week you spend on eating, cooking, shopping, driving, socializing, personal toiletries, TV watching, reading for pleasure or education, going to religious services, quality time spent with spouse and children, your regular job, attending service club meetings and whatever else applies to you personally. Count things you do monthly as one fourth of the monthly time per week. Don't leave anything off that list

The printed schedule also contains a grid with the time of day along the left side (every half hour, though you may want one for every 15 minutes depending on the kind of work you do), with days of the week at the top. This is designed to allow to create a standard schedule of how you plan to spend your time. Put in first, the set things you do with your time--attending class Wednesday nights or the sales meeting you are required to be at 9 to 10 am Tuesdays. Then put in the more variable items such as socializing and self improvement activities. Have an 'A' and 'AB' activity in any slot not under your direct control. The 'A' activity may be giving a sales presentation to a prospect while the 'B' activity (for when you couldn't schedule a live prospect) is making cold calls to set up a sales presentation. The 'A' activity may be spending the day with your daughter while the 'B' activity for when she is otherwise occupied (like with a camping trip) is to take your mother for a drive. The 'A' and 'B' activities should be related in purpose.

For now, make a list of everything you do that earns you money or will earn you money. This includes filing papers, paying bills and closing million dollar deals. It includes driving to appointments, hiring a new secretary and training that secretary. It includes working that part time multilevel you are expecting to make you financially independent--going to meetings, calling prospects to buy and sell that product, and delivering skin care products to your sister across town.

Go through that list and note in writing the things that are 'A', urgent and important; 'B,' urgent not important-- got to be done today but isn't contributing to your long term goals; 'C', important not urgent such as writing your novel or finishing a Master's Degree; 'D,' not urgent, not important-- busy work. 'DEL' for delegate. In order to decide what to delegate, figure how much your time is worth per hour and write that down. Figure out if each task you do is worth your time. If you are spending your \$50/hr. time doing a \$5 an hour job you should hire a \$5/hr. worker to do it, if possible. Other things you delegate if you are in a business are things that somebody else either under or over you can really do better than you can, because you're good at certain things and your time is very valuable when used for those things. If you are doing a painter's \$10/hr job and you can't do it as well as he can, you're really wasting your time. If your time is worth \$25 an hour, but it will take you eight hours to fix your car, it may be worth hiring a \$30 an hour mechanic to do it in two hours instead. This is also safer. Be sure that if

somebody can do a particular task better than you can or if the particular task in question is not worth your time that you are delegating it.

There are average times filled in on your printed time management sheet for regularly reoccurring activities such as eating 10.5 hrs a week and sleeping 56 hours week. Some of these times will not be correct for you. If they aren't, change them to what is correct. Count the hours you end up with. If that figure is more than 168, you may have figured in something twice, such as individual quality time with your husband and eating time. The half hour per meal already figured in for eating should be deducted from the two hours you spend for dinner out with your love. If you combine housework and watching your favorite tv program, only one of these activities counts. You may be getting in more than the 168 hours by giving up sleep time needed for your health. This is *not* a good idea. It may require keeping a time log for a week or two to see how your time is really being spent.

If you are not using the whole 168 hours, consider what you might do with the left over time to increase your income-- by starting or *really* starting to work a part time business or putting more smart time into the business you already own. You may choose to use that extra time towards accomplishing a major goal such as writing a book. Such things are accomplished by allotting them regular time in your calendar.

Post your planned schedule in your living room, bed room, and office. Put one in the glove compartment of your car.

Be sure that schedule is mirrored in your actual appointment calendar. If you don't have such a calendar, get one today. Your time is your most important commodity and managing it properly is imperative. A good, professional appointment calendar is essential for this.

Your goals and your schedule will be referred to during this tape, so it is best to make at least a rudimentary list before continuing. If you have used the '*Will to Learn*' CD be sure the activities on this new list are supportive of those longer range goals you have set for yourself.

Here are some samples from my Time Management CD

Imagine yourself strong, confident, and relaxed. Feeling good about yourself. Mind and body functioning in perfect harmony at top efficiency, able to do all those things that are important to you and do them well. You set detailed goals and update them regularly. You keep your planned schedule posted in your bedroom, your living room, your office, and your car. It helps you to use your time effectively. It feels good to accomplish the action steps for reaching your goals easily, effectively and *on time*. You take pride in planning your time effectively to get each task on your daily to do list accomplished in a relaxed, efficient way. Feel yourself changing now. Becoming the person you wish to be, changing now, and know that each and every moment of each and every day you are more and more the person you wish to be, each and every moment of every and every day, you draw nearer and nearer to accomplishing your goals.

You enjoy getting things done, easily, effectively, on time. You relax into your deadlines, having finished your task earlier than necessary because you enjoy the freedom of being finished with something important. Completing a task early, gives you that sense of freedom and accomplishment.

You take pride in planning your time effectively to get each task on your daily to do list accomplished in a relaxed, efficient way. You keep an appointment calendar which helps you make organized, effective use of your time. It feels good to make the best possible use of your time to get what you want out of life in ways both business and personal. You schedule time for making money and time for regular exercise, time for building financial independence and time to spend with those you love... time for building wealth and time for enjoying that wealth, time for worldly success and time for spiritual growth, time for all that is important to you. It feels good to plan your time effectively to get what you want in every area of your life.

Feel the image of yourself as you wish to be sinking deep within you, becoming part of you, changing as you change, moving forward as you do. And always you are moving forward, always you are becoming the person you wish to be .

For more information on Time Management, visit our website and order our 'Success CD Set, visit our website at <http://acesuccess.com/products.shtml> or call (800) GOAL NOW (462-5669).

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