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# Foreword

*You're more productive when you go slowly.*

*time is your friend, not your foe. When you encompass time with an abundant attitude, you really have more of it. Time relishing raises your awareness of what you have in the present moment. By savoring the moment, you make decisions informed by that abundance. Time abundance, much like time starvation, is a self-fulfilling prophecy.*

*When asked if I would want 2 more hours in the day, I say, "nah. I have more than enough time." It appears like an oddball answer to a question most individuals answer with a reverberating "yes!" The truth of the matter is time is a concept we designed. It's an organizing principle to help us make sense of our lives. So if it's not real, how come we treat it like the monster under our bed? Maybe, just maybe, time starvation is in our minds and we need to learn to make the most of our time.*

*Time Saving Strategies For The Average Guy*

*Save 2 hours a day by focusing on the essentials*

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# **Chapter 1:**

*Handle Expectations*

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# Synopsis

***Have you ever seen the look on the individual's face whose expectations you've improperly managed? It's not pretty.***



## **Manage It**

To prevent mismanaged expectations, use the feedback technique of communication. Basically, you feed back to the other individual what you think you've heard, then ask that individual what they heard you just state. Once you've reached an accord on what has been said and heard, you are able to be assured both sets of expectations are in alignment. This technique can clear up potential misinterpretations on the spot. Additionally, it will save you hours of squaring away the mess you could have prevented had you managed those expectations correctly in the first place. One of the greatest causes of frustration and disappointment in life is the unfulfilled expectations of other people's behavior. "Why won't my: clients, suppliers, kids, spouse, employees, friends, and so forth, act the way I think they should? They never will, so loosen up and let it go.

You can never be pleased if you're attached to the expectations or outcomes you have for others, regardless who they are.

The execution of all behavior by other people is in their hands, not yours. This isn't to imply you should never have expectations. Rather to say that if you want to spend a lot of time and energy being frustrated, then continue to expect other people to do, whatever you believe, feel, or think they should according to your criteria. Eventually everybody in your life will let you down, including acquaintances, parents, spouses, kids, bosses, clients, and even a faithful relative.

To manage your expectations means that you comprehend and accept that others are doing the best they can, at any given instant, with

what they've learned so far on the highway of life. We're each learning daily, either by accident, design, or by choice...but we're learning what life wants us to learn about life, relationships, individuals, business and so forth, right now.

Hold in mind that other people are not deliberately setting out to disappoint you, upset you, make you woeful, make you furious, fearful, or whatever...they're just being themselves. You don't have the right or responsibility to expect another individual to live their life according to how you believe they should.

Naturally, you can hope, ask, beg, and rant & rave, but ultimately, individuals are who they are, trust what they trust, feel what they feel, and act in a way consistent with all of these.

Managing expectations likewise requires we learn to comprehend and accept other people as they grow through the individual lessons life has thrown in their path, despite our attitudes, feelings, or opinions. They might not always act as we would have, or we think they should have, but that's just the way it is...it simply is.

Think - do you want to live your life according to other's expectations? Most of us wouldn't.

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## **Chapter 2:**

*Get Your Priorities In Order*

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# Synopsis

*Without priorities life can become a confused mess missing direction. Priorities are the thrust that keeps us on task, moving toward our goals, and leading a substantial and productive life. But in order to live your life according to priorities, you must first discover what your priorities are, how to set them, and how to keep them.*

## **Set Them**

Priorities are a personal matter meaning that no 2 people's priorities will be the same. You may want to be promoted at work whereas a colleague may be interested in running an endurance contest. Another fellow worker may be saving to start a home-based business so that they can better raise their loved ones. The bottom line is this: case-by-case priorities will be as varied as the individual. Don't try to compare yours to other people, it just won't make sense.

To set priorities, you must 1st thing of the things that are most significant to you. A good way to do this is to imagine looking back at your life twenty years from now. Which achievements would have been the most crucial to you? Which ones would you deem a waste of time? Center on the tasks and achievements that seem to be the most crucial. These are your priorities in life.

Now that you recognize what your priorities are, you need to determine goals with your priorities in mind. If raising your loved ones is your priority, working toward that promotion that will keep you in the office longer will scarcely be a worthy goal. Rather, center on goals that will give you more time with your loved ones. Perhaps switching to a higher paying job with fewer hours would be more in line with your priority of positioning loved ones first.

Once you set your priorities and goals, make sure to write them down and keep them in a secure place so that you are able to refer to them frequently. Analyze your actions to see whether they're in line with both. If they're not, make adjustments where required. For instance: Let's say that you're career driven and want to be highly successful at a young age. If you notice that you're in a standstill job where you've

reached the ceiling of opportunity, staying in this job would scarcely be in line with your priority of becoming successful. Switching to a fast-paced, upwardly mobile company where you are able to get the recognition that you merit may be your best bet.

Hold in mind that your goals and priorities are bound to shift throughout your life. The birth of a baby or a debilitating illness can dramatically alter your life and your outlook on what is significant. It's during these times that you'll need to reassess your priorities and alter them accordingly. Occasionally this may mean a subtle shift, other times you may need to completely overhaul your priorities and goals. But regardless what changes might come your way, make certain to stay true to yourself and to your dreams.

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# **Chapter 3:**

*Improve Focus*

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# Synopsis

*Mental clarity can better your focus, thereby your productivity. Take a brisk 20-minute midday walk to get some fresh air and a fresh perspective. The movement can help you work through any troubles you may be having as you increase the oxygen level in your blood. Exercise can likewise help you sustain your energy level throughout the afternoon. Turn that noon slump into midday inspiration with a change of scene.*



## **Get Moving**

Physical activity and exercise are beneficial to the mind as well as the body. They help better a person's health and overall mentality on life. In order to feel the best, have more energy, and remain healthy, a individual should do something active at least 3 times a week. The great thing about physical activity and exercise is that it doesn't matter what a individual does as long as it raises the pulse for a certain time period (twenty to thirty minutes is beneficial); it's something one enjoys; and it's safe. This means that an individual can bike, run, swim, or in - line skate and each will help benefit the mind. Specifically, a individual will experience a natural high and develop the ability to better handle emotions and changes in life.

Concentration is crucial for learning and understanding fresh things and being able to perform well in all aspects of life. Being physically active and exercising can help better concentration. This means that an individual will be able to be more centered and perform better. Staying physically fit has likewise been found to help individuals maintain memory longer in their lives. As people age, their memory skills may deteriorate, and physical activity and exercise may help ward off this effect for some time.

Tension is a normal part of every person's life. It's really necessary to have some stress in life. Otherwise, a individual would have no motivation for self-improvement or hard work. However, too much stress may cause many health problems. Some symptoms of stress include anxiety, hypertension, irritability, tense muscles, headaches, stomachaches, and lower resistance to illness. Physical activity and exercise, particularly noncompetitive activity, help to manage stress.

They give a individual the opportunity to feel calmer and more alert, which may help a person work through the things that are causing the stress. They also boost the immune system, so resistance to illness will step-up.

While physical activity and exercise may make people feel more alert during the day, they also allow individuals to feel calmer and sleep more soundly. When individuals are active, their body temperature rises and warms their insides. This comforts the body, like a warm bath, and causes a individual to feel more tranquil. This feeling, along with the lower anxiety and stress and physical benefits of physical activity and exercise, helps a person to sleep soundly at night and improves concentration.

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## **Chapter 4:**

*Learn To Say No*

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# Synopsis

*We have all been there. We say "uh-huh" to things we'd rather not do. Agreeing to edit your friend's blog may be a gracious gesture, but if it's not an even exchange, it might be time-consuming over the long run. Consider ways to realign your planning so she's saving you time, likewise. Otherwise, courteously decline.*

## **Stop Being A Yes Man**

Are you overscheduled and overstressed? With today's officious schedules, you're not alone. One way to pare down your schedule is to get adept at saying no to fresh commitments. Whether you say "uh-huh" rather than no out of guilt feelings, inner conflict, or a ill-conceived notion that you are able to "do it all," learning to say no to more requests can be among the biggest favors you are able to do yourself and those you love. It helps reduce tension levels and gives you time for what's truly important.

Here's How:

1. Simply say, "I'm sorry. I can't accomplish this right now." Utilize a likable, but firm tone. If forced as to why, answer that it doesn't fit with your schedule, and switch the subject. Most fair individuals will take this as an answer, so if somebody keeps forcing you, they're being ill-mannered, and it's OK to just restate, "I'm sorry, but this just doesn't fit with my agenda," and switch the subject, or even walk off if you have to.

2. If you're uncomfortable being so strong, or are dealing with aggressive individuals, it's OK to state, "Let me consider it and get back to you." This gives you a opportunity to review your schedule, as well as your feelings about stating "uh-huh" to another commitment, do a cost-benefit analysis, and then get back to them with a yes or no. Above all, this maneuver helps you avoid letting yourself be forced into over scheduling your life and taking on too much tension.

3. If you'd really like to do what they're calling for, but don't have the time (or are having difficulty accepting that you don't), it's fine to

state, “I can’t do this, but I can...” and bring up a lesser commitment that you are able to make. This way you’ll still be partly involved, but it will be on your own conditions.

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# **Chapter 5:**

*One Thing At A Time*

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# Synopsis

*In scientific terms, multi-tasking is really task-switching. The brain can't center on 2 or more comparably difficult matters at a time. Attempting to multitask is, consequently, not only inefficient; it's tiring. Take one task at a time. Try it out for a couple of days by eliminating distractions like your e-mail notification or your TweetDeck. You'll find focus to be freeing, not frying.*



## **Multitasking Isn't Good**

Thanks to the accessibility of portable gadgets these days, people can be more productive than ever.

Or is it?

Mini laptops, smart phones, and any additional gadgets should aid people. All the same, if you look more closely to your day by day activities, you may surprise yourself how unproductive you are with the all-available “productivity tools.”

Why?

Human isn't designed to multitask

Here's a newsflash to all of us: Human isn't designed to do multiple things at one time. There is the scientific research that proves just that.

People simply can't multitask. What people do is really shifting their attention from one thing to another at a very rapid pace.

Checking your e-mails with your Blackberry while having your lunch with your co-workers is only giving your brain a hard time. And yes, researchers can really see the brain struggling with the flood of data and focus-hopping activities you do.

As a matter of fact, you'll end up being unproductive, wasting your time and energy to do the transferring focus you may not realize while

multitasking. Finally, you could do more errors, more counter-productive decision making, and more tired than you're supposed to.

Stop multitasking. Yes, it's in our habit and a norm in our busy, busy life, but a small change may do you good.

Here's the most beneficial thing that you and I can do to be more productive: Eliminate those "multitasking" habits and do one thing at a time. Arrange a schedule that lets you put "don't disturb sign" in a certain time of the day. During that period, arrange your daily tasks in such a way that they can be done one at a time.

More tips: When having lunch, quit checking your phones. Or if you're super-busy type of person, you would be better off taking a 10-minute break just for you to savor your meal without work distraction – Multiple little breaks work wonder in my case (And, oh, don't forget to take a 20-minute nap if possible; It will boost your mental and physical energy throughout the rest of the day)

While in the middle of breaking your multitasking habit, you'll be surprised how we can perform better without multitasking conditions.

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# **Chapter 6:**

## ***Setting Targets***

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# Synopsis

***Extending your day by going to bed 2 hours later doesn't give you another 2 hours over time. As a matter of fact, a non-rested thinker is a muddled one. Make certain to hit the hay at a uniform time throughout the week. Unpredictable sleeping patterns can stress out your system as much as unpredictable eating habits.***

## **How To Get Better Sleep**

Sleep might seem like a waste of time. You could instead be answering e-mail, doing the dishes, mending the deck or decking the halls. But research shows that you're more probable to succeed at your tasks—and enjoy greater well-being—if you get some serious rest.

Naturally, it's not easy to sleep when you're feeling deluged. As a matter of fact, nearly two-thirds of Americans say they lose sleep because of tension. That's particularly unfortunate because sleep combats some of the fallout of stress, and inadequate sleep has been linked to significant problems, including:

- \* Bigger risk of depression and anxiety
- \* Expanded risk of heart disease and cancer
- \* Afflicted memory
- \* Decreased immune system functioning
- \* Weight gain
- \* Higher likelihood of accidents

### **Ideas for Upping Your Sleep**

To sleep longer—and more beneficial—Think about these suggestions:

- \* Arrange a regular bedtime. Your body hungers for consistency, plus you're more probable to get enough sleep if you schedule rest like your other significant tasks.

\* De-caffeinate yourself. Drinking caffeine to remain awake during the day can keep you up at night. Attempt resisting the coffee and colas starting 6 to 8 hours prior to bed.

\* De-stress yourself. Unwind by taking a hot bath, meditating or visualizing a soothing scene while lying in bed. Switch off daytime worries by finishing any next-day preparations about an hour prior to bed.

\* Physical exercise. Exercising may improve sleep in lots of ways, including by relieving muscle tension. Don't work out right before bed, though, as exercise might make you more alert. If you like, try out gentle upper-body stretches to help transition into sleep.

\* Make your bed a sleep oasis. No paying bills or authoring reports in bed. Likewise, if you can't fall asleep after fifteen minutes you are able to try some soothing music, but if you stay alert experts recommend getting up till you feel more tired..

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# **Chapter 7:**

*Some Final Tips*

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# Synopsis

*Here are some techniques so that you can free up some of your time, leaving you able to accomplish more towards your goals and perhaps enjoy some leisure time.*



## **Extra Tips**

### **1. Get rid of the time undoers in your day.**

Although you might have lots to get done every day, it's amazingly simple to get caught up in activities that in reality waste your time. A few tasks can seem to be significant and unless they are altogether in alignment with the goals you would like to achieve, I advise that you question their necessity. There's likewise the time wasters such as drawn out telephone calls, disruptions as individuals just come by for some assistance. A lot of individuals also find it hard to stay centered on their tasks or they lack direction so waste quite a bit of time jumping from one thing to another. As there are a lot of different time wasters and different ones affect different individuals, I call for you to distinguish specifically what wastes your time and do away with it. Even if you just choose one time waster for now, you are able to work in wiping out others subsequently.

### **2. Arrange a time limit for each undertaking.**

Tasks a great deal of the time take longer to finish than they need to and setting a honest but slightly tight time limit may truly help you to work more productively. I'm sure you are able to think of times when a job has taken ages and yet if you'd set yourself a time limit on it, I wager you know that you could have got it done and done well in that time. Undertakings that are allowed an indefinite amount of time a great deal of the time take far too long, robbing you of your cherished time. Time that could be spent more productively or pleasantly. Give each task a realistic time limit, set an alarm and then put a hundred% of yourself into completing the task in that time.

# Wrapping Up

Not having adequate time is a common problem that many individuals suffer from. You may feel stressed and frustrated as you're constantly chasing the clock trying to get everything done. Don't you occasionally wish that you could have a bit more time? Although there are only twenty-four hours in a day, rather than wishing for more time, how about identifying where you are able to save some time.

So, now you have some time management strategies here that could easily save you lots of time each and every day. I encourage you to put at the least one of these into action today. Just conceive of how good you will feel with a bit more time to enjoy..

# Recommended Resources

## **[Khai's No.1 Training And Coaching Program](#)**

The next best thing to one on one personal coaching – works for Internet marketers at any level.

## **[Inspiration DNA Flagship Product](#)**

The 'Source' For Everything Inspirational. Be The Gene That Empowers Others In Your Life Today!

## **[Inner Circle Backdoor Access](#)**

Secret Backdoor Access To My Inner Circle Club. Be The First To Get Exclusive Content That Nobody In The World Has.

## **[No Limits Publishing House](#)**

What if you could do anything you want with this package and copy and paste everything to make 10-15 times the profits with only 10 minutes of work?

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