

The Time Management Secret That Will Set you Free

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**A Step By Step Guide to Set Goals That Help You Deal With
Procrastination Automatically**

By Rigdha Acharya

This e-book is brought to you by Carol Smith

<http://www.stepbystepinternethelp.com>

[Click here](#) to Learn How to Manage Your Time in Less than 7 days And achieve your Goals
Easily.

[Manage Your Time Now](#)

The Biggest Secret..

I can teach anybody how to get what they want out of life. The problem is that I can't find anybody who can tell me what they want.

~ Mark Twain Quotes

If you have tried time management eBooks, tips, seminars, cassettes and Cd's and still find it almost impossible to take control of your time, there is a reason for it.

You see, managing time and stopping procrastination is a HUGE change for most of us. And guess what? A lot of us are scared of changes. We like to sit in our own comfort zone with our current habits and we resist moving on and letting go of these habits that may have provided us some security a long time ago.

And that's why, it is very easy to say "gee, I need to manage my time better" but that doesn't change anything. You'll feel bad about wasting your time for about 10 minutes and an hour later, you're back to procrastinating or feeling overwhelmed by the tasks you need to get done. And, while keeping a task manager helps..it really doesn't solve the problem..

But, wouldn't it be nice to actually figure out the one thing that can help you manage your time easily? Without having to constantly depend on the beeping of that task manager?

Look, we humans are driven by two types of fuels. One is pain and pleasure. We all like to move towards pleasure and away from pain. And, we are very good at avoiding anything that can be slightly associated with pain and that is why we fall behind our deadlines, we don't complete our research, don't make the required number of cold calls and frankly, that's why we cling to procrastination – it's our habit, we've done it so many times that stopping it is a big change and when we start a change...the first thing we need to do is ask WHY.

You see, we human beings like to have reasons for everything.

We are driven by questions...Hey, You just asked yourself "How can I manage my time better" and found this book, correct?

"Sometimes questions are more important than answers."

~ Nancy Willard

You see, for us to make any changes to our lifestyle we (and our subconscious) needs to understand the purpose of that change. And, change is normally associated with discomfort by a lot of people. So, in order to overcome the discomfort of the change..we need to find out the pleasure we can get as a result of this change..

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Are you following me yet?

If you want to make some serious changes that will transform your life, you need to start off by addressing how you are going to move away from “pain” and towards pleasure. If you have completely lost me, don’t worry yet, you’ll see how this works out when we do our first exercise.

But, psychologists have been studying how some people succeed much faster than others and they have found that people who are able to tap on to this “pain and pleasure” mechanism of the brain can easily capitalize on their strengths and even weaknesses to achieve their goals.

So, let’s start doing that right now..

Ask yourself, why do you want to manage your time? What is the reason for it? Is your spouse getting sick of you spending all your time typing away furiously on that keyboard? Do your children hate the fact that you don’t have time for them? Or, is your doctor “screaming” at you to get you moving but you just can’t find the time to exercise? Do you want to finally get started on a business of your own or learn a new skill? What is it?

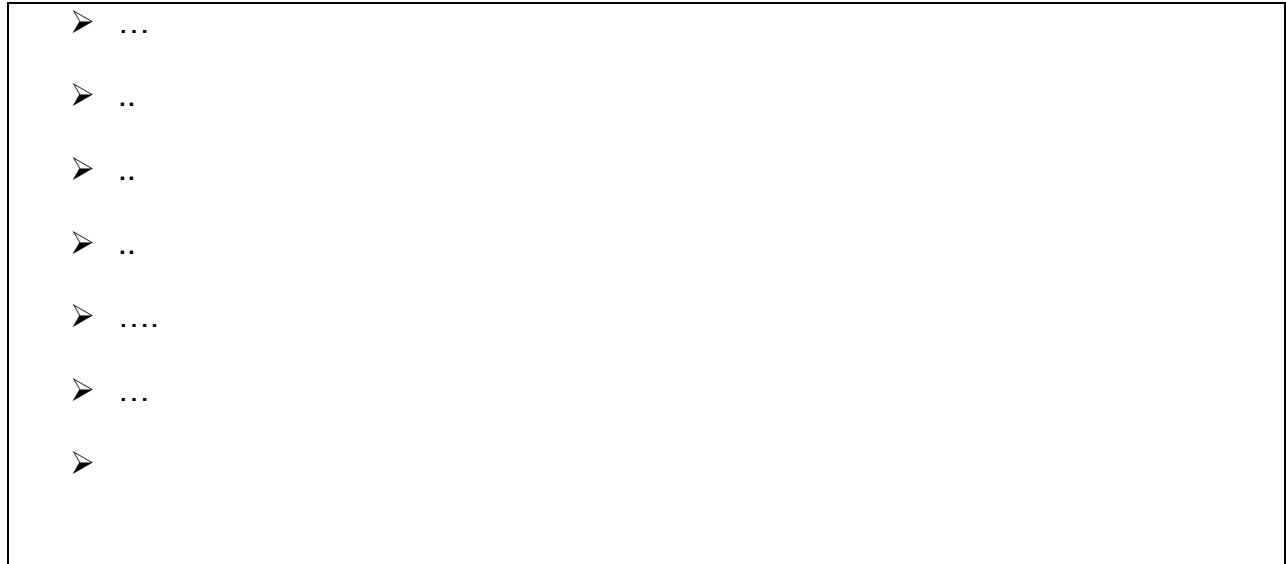
Take 5 minutes right now and open up the Reason Worksheet and write down why you want to manage your time. Just write down a couple things, even one is more than enough. Do a quick brainstorm..take about 3 minutes..go..Do it right now..

Why Do You Want to Manage Your Time Better

I want to Manage My Time Better Because:

- .
- .
- .
- .
- .
- ...
- ...
- ...

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Welcome Back!

Now that you've found out why you'd like to take control of your time...Let's find out why you **NEED** to take control of your life. What we make a **MUST**, we achieve..Should's and shouldn'ts always stay as such, they get pushed down in the priority list and never happen.

But, since we want to learn to manage our time, we need to make this a **MUST** so that we follow through and don't run away.

What is the Real Reason?

We are going to do something completely different from what most books, seminars, tapes and CDs do. I want you to think about all the reasons why you must manage your time well starting today. Do a quick brainstorm and come up with a big fat list of everything that will happen in your life 1 month from now, 5 months from now and 5 years from now as a result of not taking control of your time..

What would your relationship with your spouse look like? What about your children? What about your career? Let's be realistic here for a second and write down everything we fear..

Gee thanks, you're making me feel so good about myself huh? Listen, a lot of us are driven away from pain..we will do anything to run away from it but we won't necessarily react the same way to pleasure. Our pain feelings are a lot stronger than our pleasure feelings at times and if that is the case, I want you to take that pain and turn it into an incredible positive resource so that you can learn to manage your time starting right now..

Go ahead..do a quick brainstorm...don't take more than 2 minutes on each section..remember 1 month from now, 5 months from now and 5 years from now..Go Go do it!

My Reasons to Manage My Time

IF I don't manage my Time Well..This will be my future in 1 month

➤ .

➤ .

➤ .

➤ .

In 5 months...

➤ ..

➤ ..

➤ ..

➤ ..

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➤ ..

In 1 year

➤ ..

➤ ..

➤ ..

In 5 years

➤ ..

➤ ..

The Vision Worksheet

Welcome Back. Let's work on the last worksheet of this section. Now that we know why we want to manage our time, the types of experiences we want to avoid..let's now talk about the types of experience we WANT to create in our lives. This is the fun bit. Let's look at our lives 1 month, 5 month and 5 years from now and let's look at all the beautiful things we can gain by just managing our time..

I want to give this some good thought..write down on a piece of paper what you want out of your life and out of your time in the months and years to come. Look, thoughts are dreams but they become GOALS when we write them down..so let's write them down..Open up the Vision Worksheet and Let us start planning what we actually want in our lives..

My Reasons to Manage My Time

Here is the Future I will Create For Myself By Managing My Time Well in 1 Month

➤ .

➤ .

➤ .

In 6 months

➤ ...

➤ ..

➤ ..

➤ ..

In 1 year

➤ ..

➤ ..

➤ ..

➤

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In 5 years

- ..
- ..
- ..

Would it help you get to your career dreams faster? Would it help you build a business and service others? Will it give you more time with your children when they need it, more time with your spouse? More romantic vacations? More time relaxing on the beach? What is it...How would you like it to be?

And, once you are done with that...[let's get started](#) with the techniques that will help you manage your time and overcome procrastination easily!

A real decision is measured by the fact that you've taken a new action. If there's no action, you haven't truly decided.

~ Anthony Robbins

The Question is Have you? And are you ready for the power strategies that will help you manage your time right now?

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Order Your copy of Manage Your Time Now and Get Ready to Take Total Control of Your Time

Here's Some of the things you will learn in the [ebook](#)

- How the time management goals you set for yourself determine whether or not procrastination will kick in.
- How to Create Visions that fill you with passion and help you battle procrastination.
- The 3 types of time – prime time (where you work the best), slow time (the time spent doing things that aren't very important) and replenish time (the time spent to relax and rejuvenate).
- How to use your creative time to make critical decision, come up with new products, create new strategies etc..
- How to Schedule Distractions so they don't eat away your valuable time
- And so much more..

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