





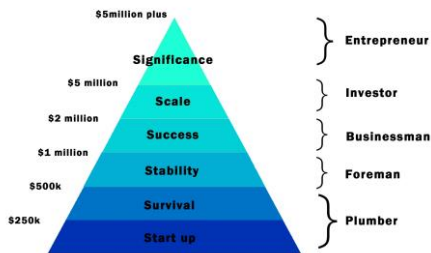




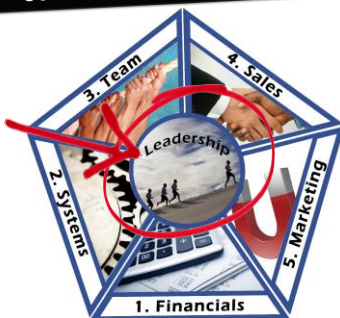




Increasing our productivity and value of our output is crucial to moving up the stages of the Million Dollar Plumber Model...



Being more effective is all about Leadership of self so we can lead our team...



How Does a **lack of time** affect you and your plumbing company?



"I'm getting so frustrated ... Working too hard and not making any progress.

What am I doing wrong ... I need to manage my time better..."





Feel out of control?...

















"Planning my weeks and getting help with the low value tasks has saved me 8 to 10 hours each week. I'm able to spend more time working on my business and I feel so much more in control."
Adam Ballinger

What is your biggest time management challenge right now?















	Urgent	Not Urgent
Important	<div>I</div> <div><div>➤ Crises</div><div>➤ Pressing problems</div><div>➤ Firefighting</div><div>➤ Major scrap and rework</div><div>➤ Deadline-driven projects</div></div>	<div>II</div> <div><div>➤ Prevention</div><div>➤ <i>Production capability</i> activities</div><div>➤ Relationship building</div><div>➤ Recognizing new opportunities</div><div>➤ Planning</div><div>➤ Re-creation</div></div>
Not Important	<div>III</div> <div><div>➤ Interruptions</div><div>➤ Some calls</div><div>➤ Some mail</div><div>➤ Some reports</div><div>➤ Some meetings</div><div>➤ Proximate pressing matters</div><div>➤ Popular activities</div><div>➤ Some scrap & rework</div></div>	<div>IV</div> <div><div>➤ Trivia</div><div>➤ Busywork</div><div>➤ Some mail</div><div>➤ Some phone calls</div><div>➤ Time-wasters</div><div>➤ Pleasant activities</div></div>

	Urgent	Not Urgent
Important	<div>I</div> <div><div>➤ Crises</div><div>➤ Pressing problems</div><div>➤ Firefighting</div><div>➤ Major scrap and rework</div><div>➤ Deadline-driven projects</div></div>	<div>II</div> <div><div>➤ Prevention</div><div>➤ <i>Production capability</i> activities</div><div>➤ Relationship building</div><div>➤ Recognizing new opportunities</div><div>➤ Planning</div><div>➤ Re-creation</div></div>
Not Important	<div>III</div> <div><div>➤ Interruptions</div><div>➤ Some calls</div><div>➤ Some mail</div><div>➤ Some reports</div><div>➤ Some meetings</div><div>➤ Proximate pressing matters</div><div>➤ Popular activities</div><div>➤ Some scrap & rework</div></div>	<div>IV</div> <div><div>➤ Trivia</div><div>➤ Busywork</div><div>➤ Some mail</div><div>➤ Some phone calls</div><div>➤ Time-wasters</div><div>➤ Pleasant activities</div></div>

Reactive

	Urgent	Not Urgent
Important	<div>I</div> <div><div>➤ Crises</div><div>➤ Pressing problems</div><div>➤ Firefighting</div><div>➤ Major scrap and rework</div><div>➤ Deadline-driven projects</div></div>	<div>II</div> <div><div>➤ Prevention</div><div>➤ <i>Production capability</i> activities</div><div>➤ Relationship building</div><div>➤ Recognizing new opportunities</div><div>➤ Planning</div><div>➤ Re-creation</div></div>
Not Important	<div>III</div> <div><div>➤ Interruptions</div><div>➤ Some calls</div><div>➤ Some mail</div><div>➤ Some reports</div><div>➤ Some meetings</div><div>➤ Proximate pressing matters</div><div>➤ Popular activities</div><div>➤ Some scrap & rework</div></div>	<div>IV</div> <div><div>➤ Trivia</div><div>➤ Busywork</div><div>➤ Some mail</div><div>➤ Some phone calls</div><div>➤ Time-wasters</div><div>➤ Pleasant activities</div></div>

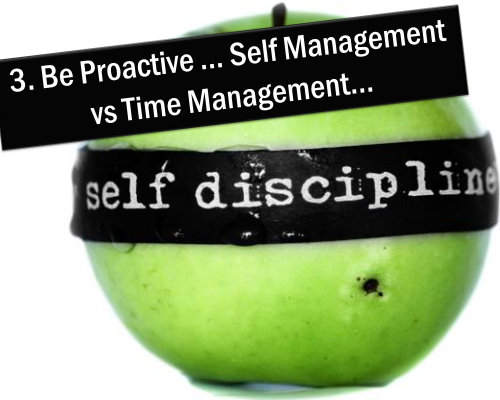
Proactive Zone

	Urgent	Not Urgent
Important	<div>I</div> <div><ul style="list-style-type: none">CrisesPressing problemsFirefightingMajor scrap and reworkDeadline-driven projects</div>	<div>II</div> <div><ul style="list-style-type: none">PreventionProduction capability activitiesRelationship buildingRecognizing new opportunitiesPlanningRe-creation</div>
Not Important	<div>III</div> <div><ul style="list-style-type: none">InterruptionsSome callsSome mailSome reportsSome meetingsProximate pressing mattersPopular activitiesSome scrap & rework</div>	<div>IV</div> <div><ul style="list-style-type: none">TriviaBusyworkSome mailSome phone callsTime-wastersPleasant activities</div>

Delusion

	Urgent	Not Urgent
Important	<div>I</div> <div><ul style="list-style-type: none">CrisesPressing problemsFirefightingMajor scrap and reworkDeadline-driven projects</div>	<div>II</div> <div><ul style="list-style-type: none">PreventionProduction capability activitiesRelationship buildingRecognizing new opportunitiesPlanningRe-creation</div>
Not Important	<div>III</div> <div><ul style="list-style-type: none">InterruptionsSome callsSome mailSome reportsSome meetingsProximate pressing mattersPopular activitiesSome scrap & rework</div>	<div>IV</div> <div><ul style="list-style-type: none">TriviaBusyworkSome mailSome phone callsTime-wastersPleasant activities</div>

Distraction











Plan your Time



Dan Sullivan's Entrepreneurial Time System...
3 Types of Days... Free...Focus...Buffer...



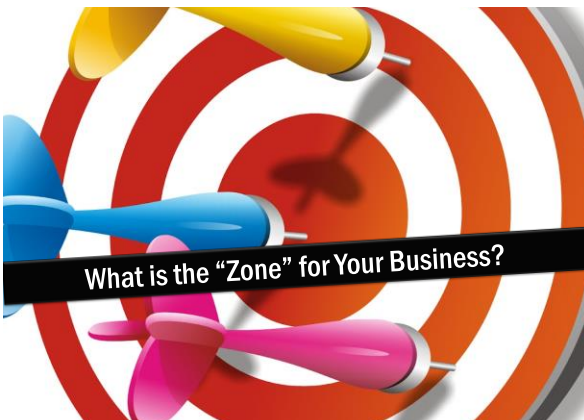
4. Hourly Rate



What is your hourly rate when working in the Zone?



\$20? \$50? \$100? \$500?



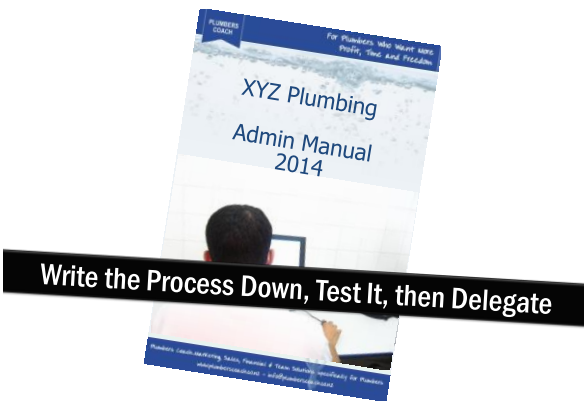
What is the "Zone" for Your Business?

























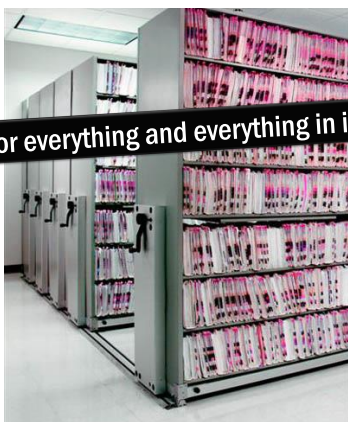








Group similar activities together ...



A place for everything and everything in its place...



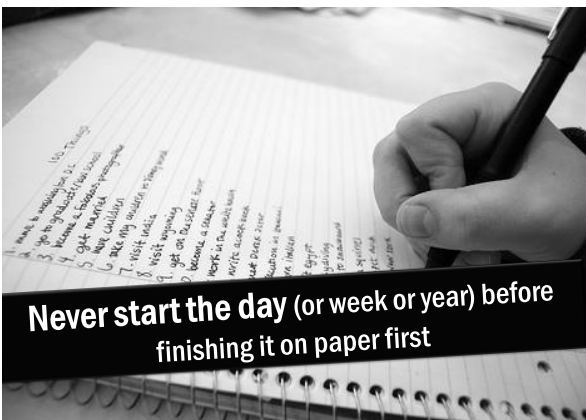
Train your team to respect your diary...



Make it visible...



Time Management Tricks



Never start the day (or week or year) before finishing it on paper first









Eat the Frog...

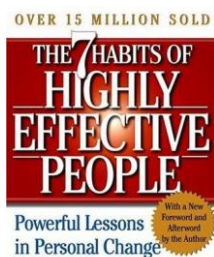


Organise your workspace for success...

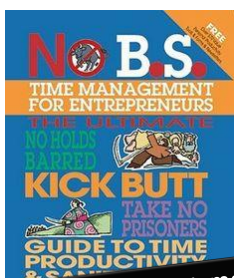


Turn the phone off...

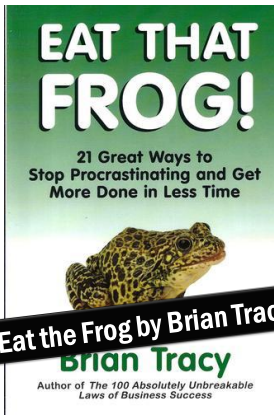




Read the Habit 3 (pg. 155 – 191) in the 7 Habits of Highly Effective People...



Listen to No BS Time Management by Dan Kennedy...



Listen to Eat the Frog by Brian Tracy...



Let's Recap...



