

## Part 2 – How to make more Time

So, you don't seem to have the time to follow through on all your plans and dreams.

But there are 60 minutes in an hour, 24 hours in each day, and seven days in a week, time is the same for everybody. So why don't *you* have time? What is it that differentiates the high achievers, the super-successful, the rich, the powerful, the famous from the rest of us?

It follows that individual success **must** come from how each person **uses** their time.

Because, while it is not actually possible to 'create' more time, it is possible to use what time you have more effectively i.e., to **optimize** the use of your time. Question: are you being productive with all your time, or are you just being busy? Or are you being neither?

How much free time do you *need* to pursue your interests and goals? How much free time do you *have* to pursue your interests and goals? Is this enough time to realistically to make progress with any of them?

Let's take this further; have you even written down and defined all your interests and your goals in life? Have you ever tried to calculate how much time you would need to follow through on all your interests and goals in life?

No? Why not?

Because you don't have time! Your days are full (most likely from what *other people demand* that you do), and in the evenings you're exhausted after a busy day, or you at least want to go out, see your friends for a little while, and relax.

And at the weekends you need to enjoy the little time off you have, do your sports, see your friends, take out your family, or do whatever it is that you need to do. You simply don't have any extra time or the energy needed, to upgrade your current situation by making the changes you need to make in your life, in order to become who and where you aim to be.

This is precisely why you *must* make time – you must take time to re-evaluate your use of time, so that you can conserve and optimize your time and apply it only in the pursuit of *your* pre-defined objectives; you really do not have time to be doing things that other people want you to do, to fit in with *their* plans or to make *their* lives easy.

### ***"I don't have time!"*** 😞

"I don't have time!" 😞 .. I hear you say. Correct! – and it is precisely because you *don't* have time that you must *spend time*, working out how to make more time!

When I originally talked through the ideas within this book with a friend, he told me that he doesn't have time to do all these things, and I replied that he doesn't have time not to!

It's precisely the fact that he feels he has no time (or not enough time) that he needs to look at how he uses his time, to discover how to utilise his time and energy better – and not waste his time and energy on unimportant things, and he can only do this by studying how he uses his time now. And to make the time to do this, just start by cancelling watching Netflix today.

Because whether he likes it or not, he is going to have to get through today. And tomorrow, And the day after. He can get through his days with no real plan, as if blindfolded, and see where that gets him. Or he can build and follow his Daily Checklist, and go through each day with a clear

vision and clear intentions. The choice is his, success or not, it is a decision he has to make. He will get out of it what he puts into it, there are no shortcuts.

So, with just +/- 16-hours per day of waking time to 'do all that you *need* to do', and with such a small amount of 'free' time within those 16-hours to do what you actually *want* to do, it's very clear that if a person wishes to be successful in what they hope to achieve in life, then they have no choice but to *optimize* their time.

### How to optimize your time

Now in case you have any reservations about building your Weekly Planner, ask yourself what is the alternative to creating a Weekly Planner.

The alternative will most likely be '*turning up*' to each day, probably on time and in the right place, but probably achieving little of consequence and wasting your very valuable time which could have been put to good use. Most likely you will pass your time mainly reacting to demands placed upon you by the social hierarchy in which you live – parents, family, teachers, employers or other authority figures, because you have not yet taken personal control over your time and actions (more about *Personal autonomy and Self-determination* later in this book). And in your so called 'free' time you will also likely (spend time) being reactive to unsolicited demands on your time from friends, acquaintances and social media.

The bigger picture here is that your time and energy is not your own, because you have not yet taken control over your life, and have not yet earned your freedom (which includes personal freedom, creative freedom and financial freedom). This is because you have not *found* your purpose, and because you do not have purpose, you do not make the decisions, instead you drift, you allow yourself to be lightly tugged in different directions, by all sorts of different peoples influences.

Does this sound like an optimized, efficient use of your time? I hope not.

It is clear that to successfully achieve all that you want to do, you will need to both increase and conserve your energy, and optimize your use of your time.

### **But there is more to it.**

You will *also* need to change your approach to the use of your time. Let me explain.

If you are being told what to do, you are not in charge of yourself, and you are probably being **reactive**. Reacting to other people's instructions (whether your teacher, employer, or parent) is not particularly productive; why? – because you are not fully committed to, invested in, or passionate about – the outcome. You will likely work to achieve the minimum required, and without passion. Compare this to being '*driven*' towards goals and outcomes that you have set yourself for your own benefit.

Furthermore, it is not always advisable to follow other people's instructions (certainly not if you wish to follow your own path to your own success) – do they have your best interests in mind (probably not), do they understand or even care what it is that YOU want in life? (most definitely they do not). So why are you reacting to what they say or ask? – because you have been conditioned by society to do so? Because you feel obligated to do so? Because they are offering you a breadcrumbs salary as a reward for your servitude? YOU must be fully in control of your own destiny if you are to achieve ultimate success; YOU must write your own story, carve your own path. But this is a whole different level of advancement which we will discover later in Part 4 when we discuss and learn about *Personal autonomy and Self-determination*. For now, just consider the following:

True leaders are not *given* responsibility or power, they take it. And if they perform their leadership role successfully, they gain status and can consolidate their position.

Being sufficiently confident to be able to take charge requires 'skills' that needs to be learnt, and character traits that need to be developed, and we will be learning, practising and developing these skills and traits, and many others, such as personal empowerment and mindset, when we begin your physical, intellectual, and social character transformation.

### **What is a Habit?**

*"We are what we repeatedly do."— Aristotle*

**A habit** is a recurrent, often unconscious pattern of behaviour that is acquired through frequent repetition. In fact, the vast the majority of our daily decisions are made in autopilot.

A habit starts with a choice, even and especially the mundane almost insignificant choices that each person makes every day, such as what to have for breakfast. By repeating the 'same decision' daily, the initial choice soon becomes habitual, i.e. an unconscious habit.

By settling into a pattern of behaviour, life becomes simpler, less 'choices' need to be made, but while each single action may seem inconsequential, the consequences of the repeated actions accumulate and eventually show themselves in one way or another.

And so, just as Aristotle learnt long ago, your habits ultimately determine who you become.

This is why it is necessary to actively make 'good' choices, and consciously form 'good habits', which is done by making decisions after considering the consequences of each action. Bad habits are formed when no consideration is given to the future, when a person either has no thoughts, or gives in to the immediate satisfaction of instant gratification.

So, while willpower requires sustained levels of awareness and mental energy to maintain, a habit is a routine behaviour that when repeated regularly, almost happens unconsciously, it happens *without* requiring an input or spark of determination and force of will, a habit will be performed almost naturally, almost with ease.

**END OF FREE SAMPLE**