



7 PROVEN STEPS

to Creating Less Stress, More Time and More Money!



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1

CONQUER DECISION FATIGUE

In decision making and psychology, decision fatigue refers to the deteriorating quality of decisions made by an individual after a long session of decision making. It is now understood as one of the causes of irrational trade-offs in decision making.

You are an infinite being and you are not your mind or your body. It is essential that you, your being, your soul, take the following 4 steps to prevent decision fatigue: Breathe, Space, Time and Rest.

2

GET OUT OF OVERWHELM

Getting out of overwhelm is crucial to building a strong foundation for your business. Otherwise, your dedication to Strategic Planning, Financial Modeling, Client Management, Sales & Marketing, Staff & Team, Thought Leadership and Time Management will falter and ultimately fail.

In order to Get Out of Overwhelm, you need to organize your ideas, projects, and tasks and then prioritize. To do this, I strongly recommend that you make a commitment to Empty Your Mind at the end of every day. If you can't do this daily, make sure to Empty Your Mind at the end of each week. You must do this so that you can regain your clarity, focus and inspiration.

3

CHALLENGE YOUR BELIEFS ABOUT TIME

Thoughts are powerful forces. They become self-fulfilling prophecies. If you think that you've got too much to do and you'll never get it all done, guess what? You won't. If you continue operating from this negative belief system, without understanding where it's coming from, you will continue to attract things into your life and work that don't serve you well. You want to start focusing on the things that you DO want and that will serve you well.

Time Management Tip- Review and Summarize

At the end of the week, review your time records and summarize your activities and the amount of time spent on each. Create your activity categories. You can have anywhere from 6 – 20 categories.

Next to each category summarize how much time you spent on each activity on a daily and weekly basis and determine the percentage of time that you are spending on each activity. The key is to become aware of where you are spending your time.

4

AVOID THESE TIME BANDITS

You Must Defeat these 7 bandits to Create More Balance, Space, Time and Income!

1. **Eliminate Busy Work-** People are often too busy with busy work and this creates a huge distraction from paying attention and focusing on goal achieving actions. Instead of taking action on their specific goal at a specified time they fill their time with what they justify as things that are routine versus what is important. What they are saying is "I haven't created the discipline of stopping myself periodically throughout the day and asking if this is the most effective way to spend my time."

2. Schedule Time in Advance and Ask What Is Going to Distract Me? You will find that as you get more and more into the habit of focusing on action steps towards your goals, the minor things will not be that important anymore. I think that it was Tony Robbins that said, "People major in minor things."

3. Form Time Boundaries- As a business owner, you are fortunate enough to oversee your own time and it is not that often that you must accommodate the schedule of others. This simple system leaves you with time boundaries and gives you the feeling that you are in charge of your own time versus being a victim.

4. Block Time for High Net Worth Clients- your best time for making calls to center of influence prospects is in the morning, so what you are wanting to do is create some block time so that you can make center of influence prospect calls in the morning.

5. Blocking Out Disruption Don & Donna- And then there is always Disruption Don & Donna. Tap, tap, tap, email, email, email, ring, ring, ring ... this will only take a second

6. Blocking Out Calamity Client That Never Has an Appointment- When You Forgot to Lock Your Door During Block Time- This can also be a huge challenge; I will help you to deal with this type of client... without losing them!

7. Aggressive High Net Worth Andy- This is where your values are going to be tested by your unmet needs of; approval, control, perfection, recognition, safety, worthiness are all going to be tested. Remember, there is no client that is going to meet your unmet needs that fuel negative emotions and negative beliefs; unmet needs must be met from within. THIS IS AN EXAMPLE OF PLANTING THE SEEDS.

5

YOU MUST DELEGATE IT TAKES TEAM WORK TO MAKE THE DREAM WORK

What stops you from delegating?

It is the need of control which is generating Negative Emotions of Anxiety and Fear.

If you're thinking: "I can't possibly hire (or delegate) anyone to do this because they might make a mistake which will make me look bad," you need to take a look at your belief system which has the amygdala in the backseat doing the driving. This is preventing you from being ALL that you can be.

Benefits of Delegating

- Gives you the time and ability to focus on higher-level tasks.
- Gives others the ability to learn and develop new skills.
- Develops trust between workers and improves communication.
- Improves efficiency, productivity, and time management.

6

REVIEW, RENEW AND REDO YOUR TEAM

Maybe you have a growing business and you don't want to work alone, and it is time to grow you and your team. Perhaps you want to improve the team you already have in place. Some of your team have what it takes and are doing a great job, but you also have team members that are not following the job description provided and you feel like some team members are running you.

You are stuck, and you can't figure out why this is happening. This is why it's important to evaluate your team from time to time and occasionally either renew or redo your team.

Here are a few actions to take:

- Consider each employee's strengths and weaknesses.
- Send each employee an email asking them about their contribution to the firm.
- Schedule a review meeting.
- Follow through with the meeting
- If necessary, prepare for an employee exit interview from the firm*

*Disclaimer: In advance of step 5, ensure that you have consulted with your accountant/lawyer about any agreements written or verbal that you have with employees prior to your review meeting. Ensure to consult all local and federal laws on best practices for terminating an associate in advance of step five.

7

DON'T LET FEAR HOLD YOU BACK (YOU CAN DO THIS)

Evolution has programmed us to feel the fear of survival in our guts. In days gone by, our survival was dependent on our tribe. The tribe reinforced obedience and conformity to the tribal system through the threat of expulsion. And expulsion from the tribe meant certain death.

The tribal mind is primal; hooked into that basest of instincts – survival itself. It is focused on the negative and messages such as, "things are scarce" and, "there isn't enough to go around." The primal mind is always poised to fight and expects constant attacks. The negative ego mind perceives that not meeting these sales targets could mean expulsion from the tribe and is a definite risk to survival. It is time for YOU to take charge of your fear-based negative ego mind to demonstrate that these fears are unreal. Nothing outside of YOU exists until YOU choose to feel and believe the experience. YOU are the creator of your experience!

THIS IS YOUR OPPORTUNITY TO CLEAR YOUR ROADBLOCKS FROM THE INSIDE OUT!



LEADING ADVISOR

BALANCE - PLAN - RESULT

I hope you will find these tips will aid in reaching your personal and professional goals!

This is meant to be super quick information (a review for some of you and new stuff for others) and a reference point.

If anything doesn't make sense or is confusing in any way...don't fret! I'll be back soon with more coaching tips and make it all crystal clear.

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