



**ANDREW JANE**  
CONSULTING

**TIME**  
**MASTER**™

# Focus Your Energy to Master Your Time





Denver

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*Energy*

*Time*





**ANDREW JANE**  
CONSULTING

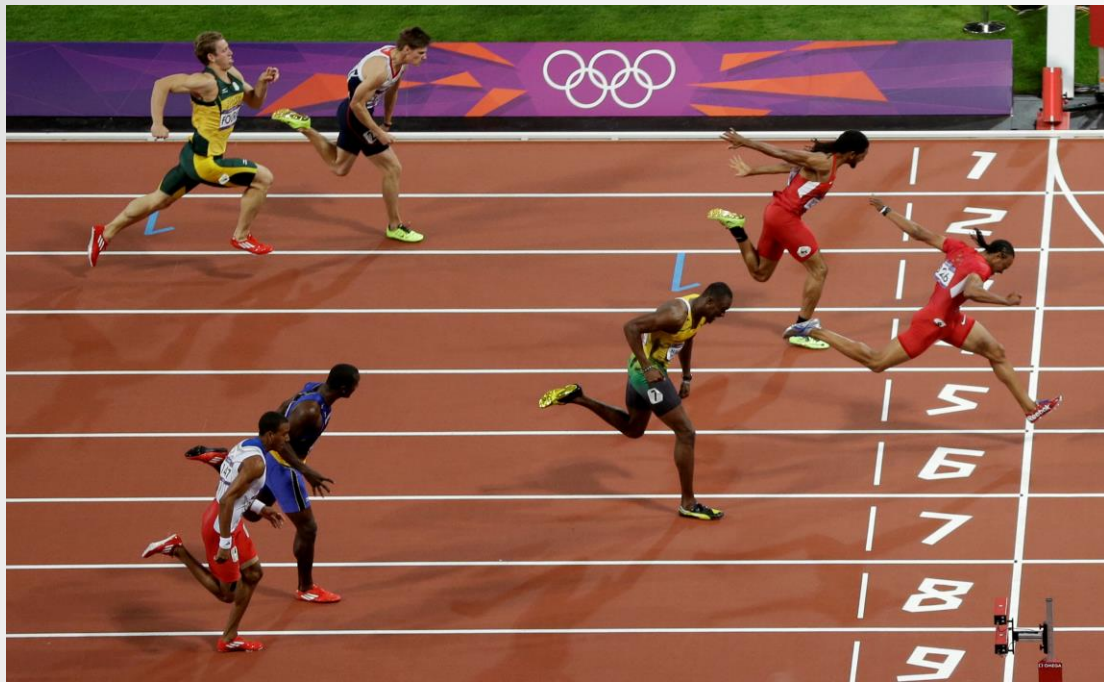
**TIME**  
**MASTER**™

# Focus Your Energy to Master Your Time



*Imagine ...  
it's Friday Evening .....*





Finish the week strong?

Only just made it?



*Where's the ENERGY?*







Which Locker Room  
displays the most energy?

Why – they both played  
the same amount of game  
time?

Is the energy **PHYSICAL** or  
**MENTAL**?



# Energy .....

*“..... the strength and vitality  
required for sustained **physical** or  
**mental** activity”*







# Winning ....

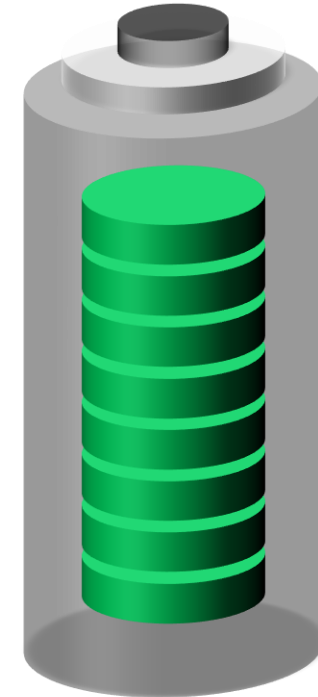
*“..... the act of one that wins –  
victorious – the successful  
accomplishment of a competitive  
challenge, target or goal”*



# Winning Week Energy Level:

How do we get  
this at the end of  
the week?

It's all in the mind!



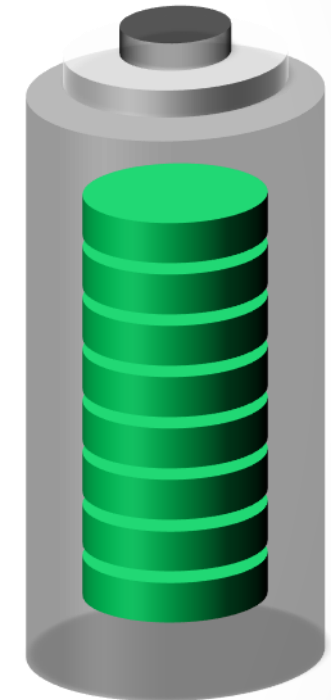






Physical Energy  
Level?

Mental Energy  
Level?



**WHY?**





**Endorphins:**  
The happy fitness  
drug you just can't  
have too much of....  
well.





## Full Mental Energy Source:

- ✓ *Invigorated*
- ✓ *Motivated*
- ✓ *Peaceful*
- ✓ *Refreshed*
- ✓ *Content*





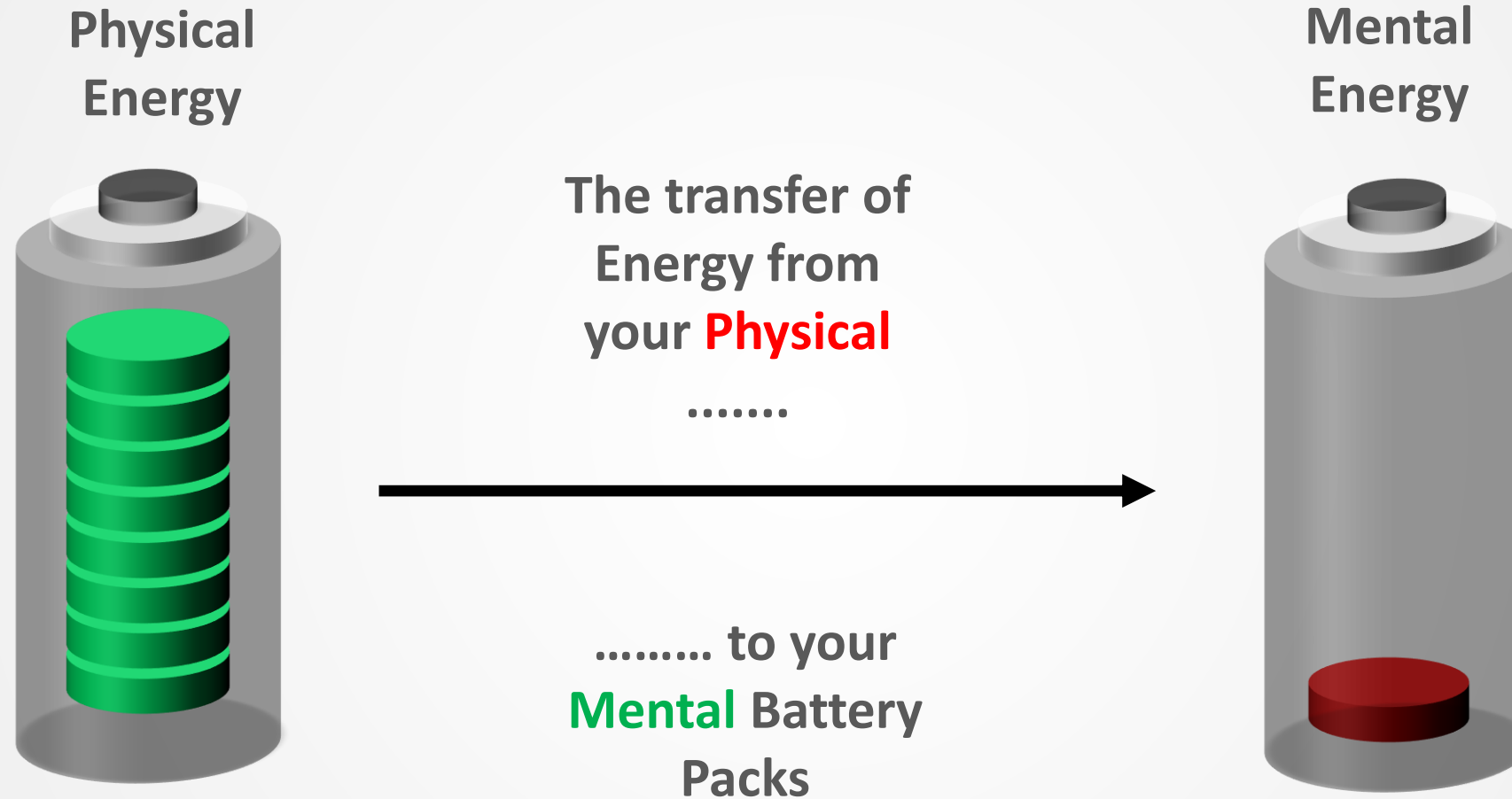
Physical Drain

4

Mental Gain

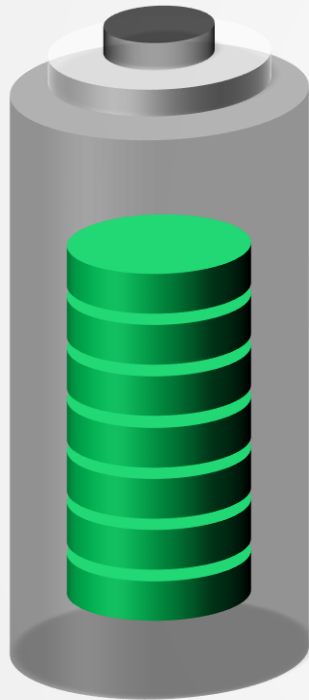


# Physical Drain 4 Mental Gain



# Physical Drain 4 Mental Gain

Physical  
Energy

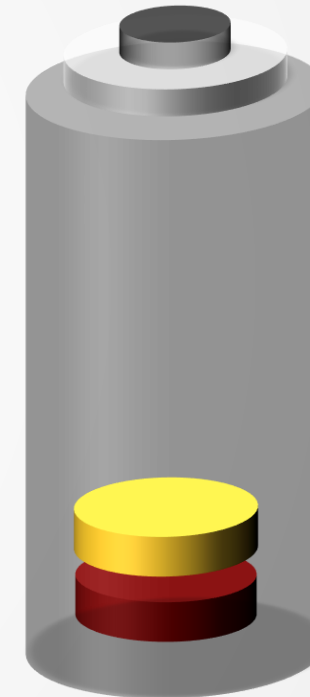


As you progress through the week your **Physical** energy resources should be used.....



..... to replenish  
your **Mental** Battery  
Pack

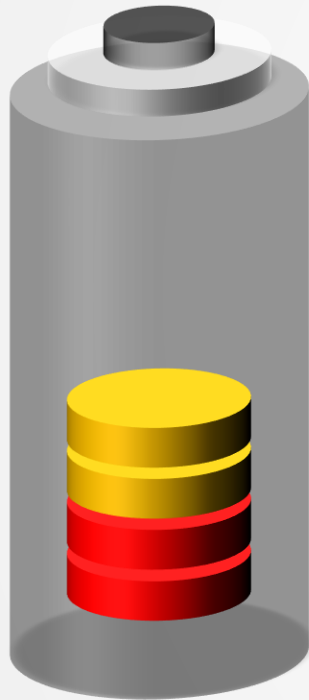
Mental  
Energy





# Physical Drain 4 Mental Gain

Physical  
Energy

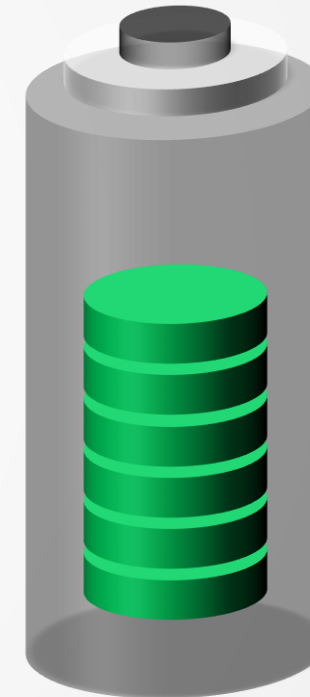


As you accomplish your goals  
and objectives, you pass your  
**Physical** energy .....

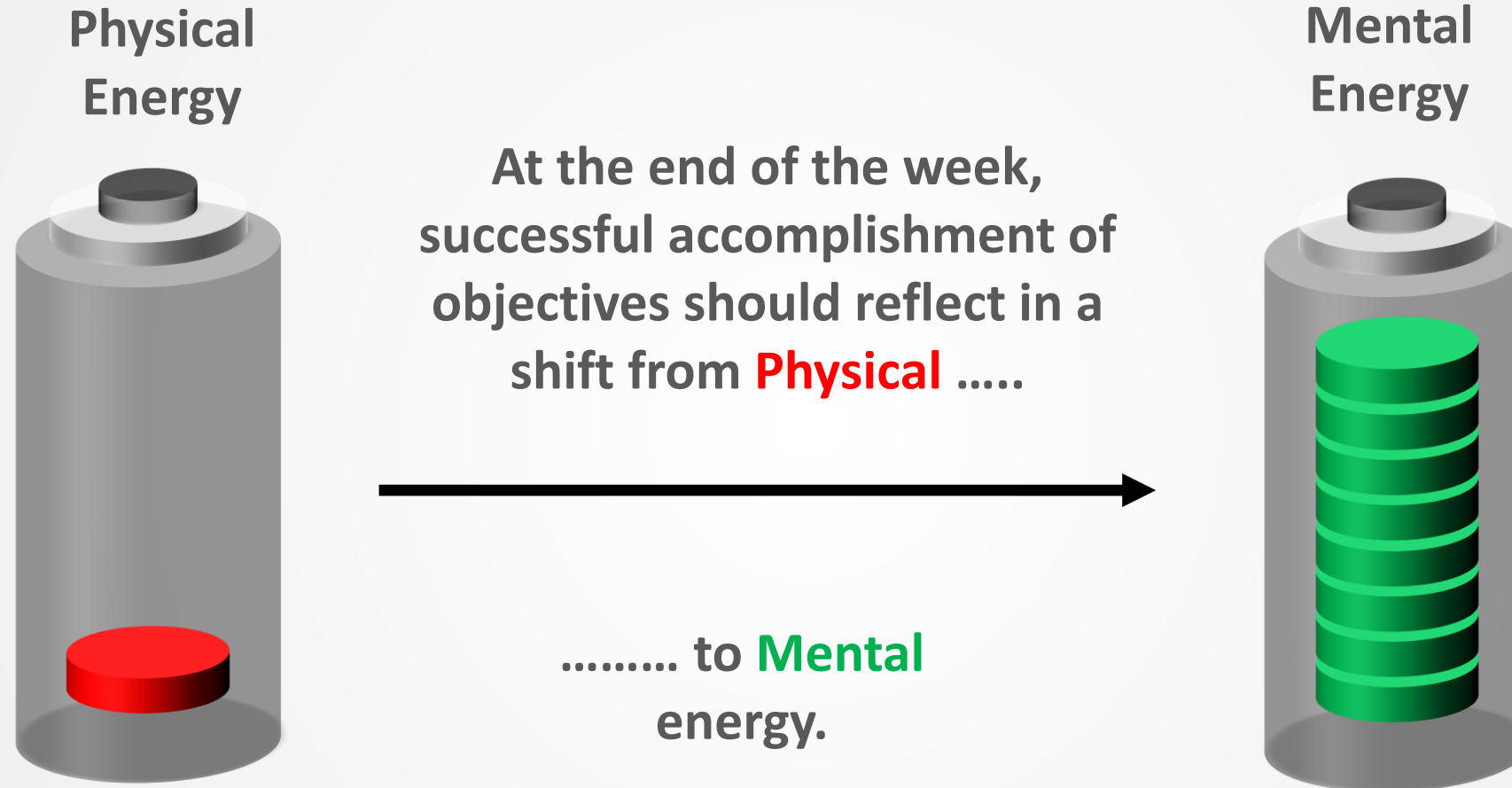


..... to your **Mental**  
Battery Pack.

Mental  
Energy

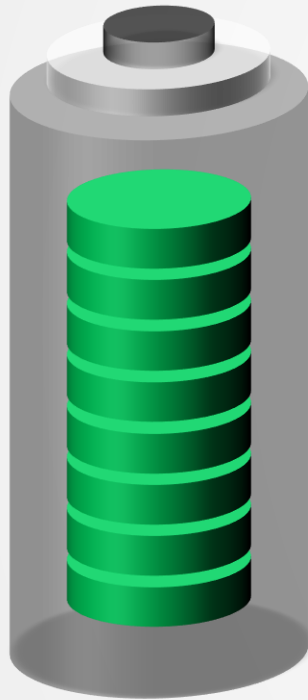


# Physical Drain 4 Mental Gain



# Physical Drain 4 Mental Gain

Mental  
Energy

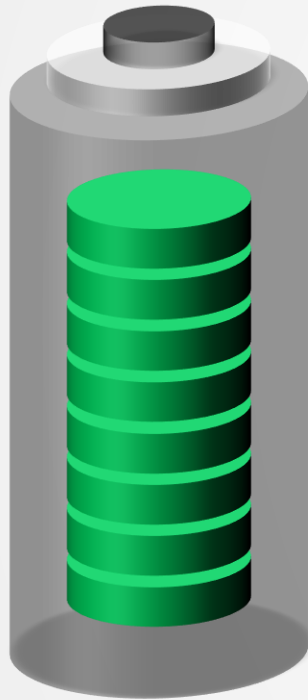


The Friday Night  
Feel Good Factor



# Physical Drain 4 Mental Gain

Mental  
Energy



The Finish Line  
Feel Good Factor





## Creating a Gold Medal Week

- ✓ CRM Fully Updated
- ✓ EoM Financials Completed
- ✓ All Account Admin Complete
- ✓ Performance Evals Complete
  - ✓ Sales Targets on Track
- ✓ Customer Feedback Surveys All Documented
  - ✓ 5 New Accounts Opened



# Webinar Objective:

To introduce a functional time management ***SYSTEM*** in order to create ***Gold Medal*** winning days, weeks, months, years and careers.

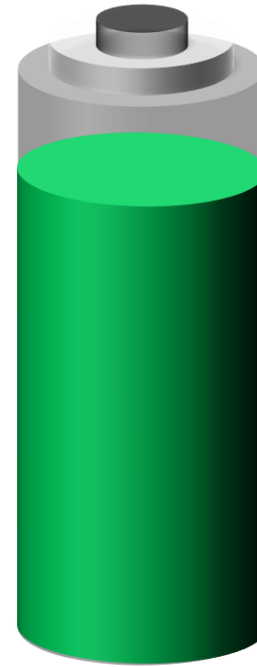


# Our 3 Energy Zones:

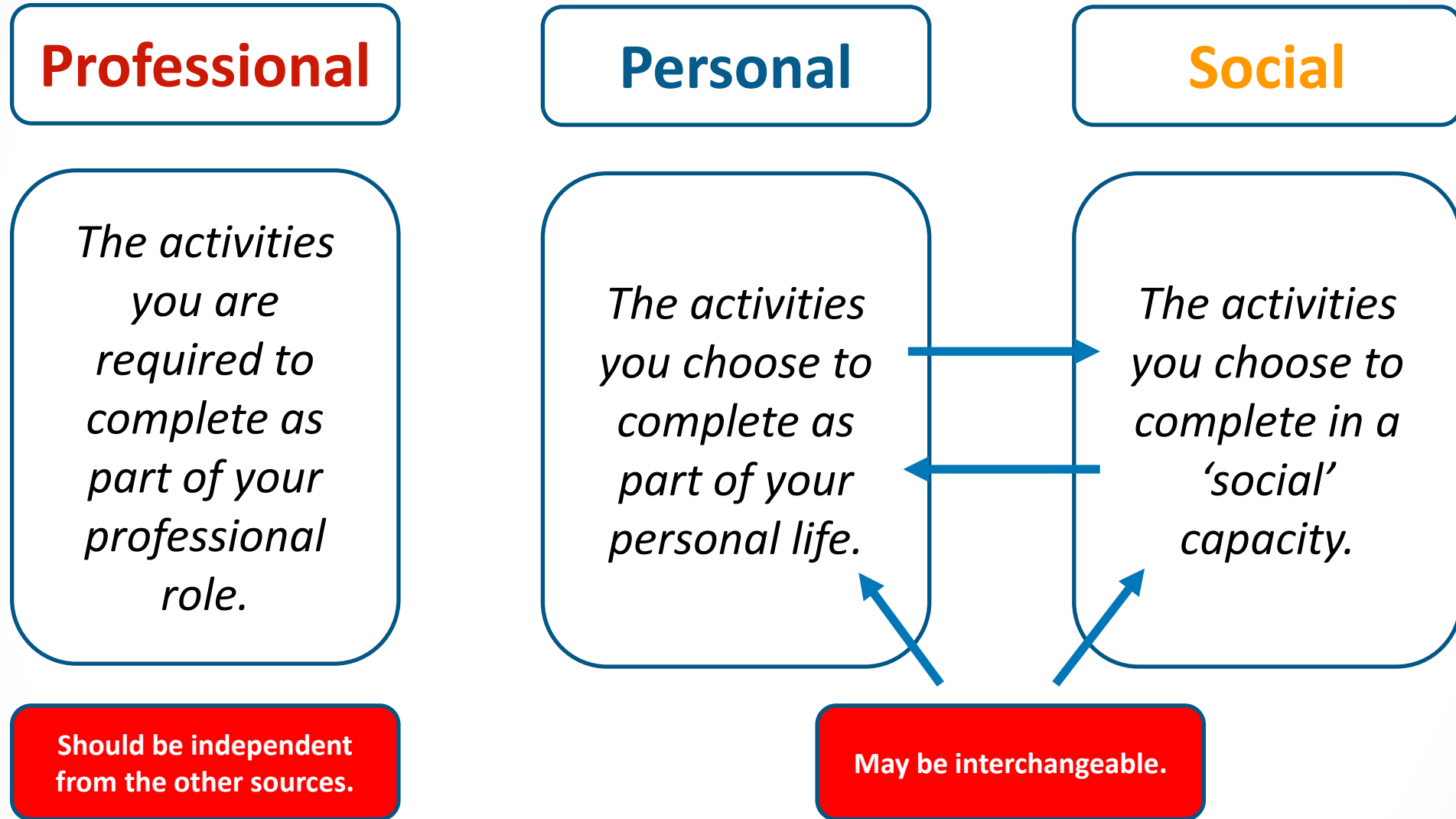
**Professional**

**Personal**

**Social**



# Our 3 Energy Zones:

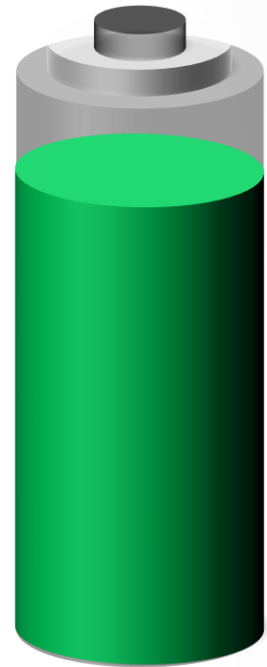




# Professional Energy Zone

*The **general** activities you are required to complete as part of your professional role.*

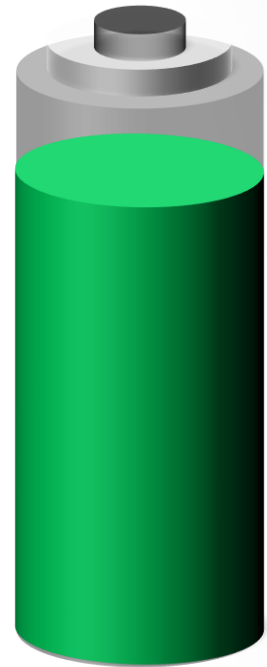
Strategic Objectives;  
Revenue Targets;  
Management Duties;  
Meetings;  
Reports;  
Customer Service;  
Education – courses and training.



# Personal Energy Zone

*The activities you choose to complete as part of your personal life – it's all about **'ME'**.*

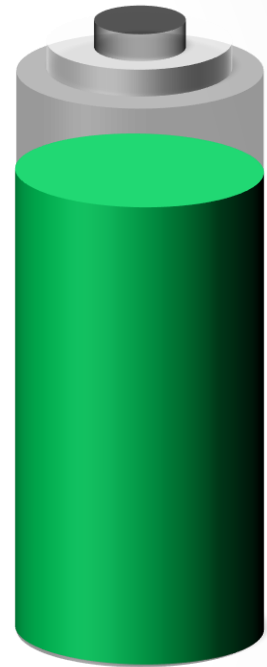
Personal Fitness;  
Spirituality;  
Reading;  
Personal Growth Opportunities;  
Entertainment;  
Sports;  
Sleeping;  
Hobbies.



# Social Energy Zone

*The activities you choose to complete in a 'social' capacity.*

Family Activities;  
Activities with Friends;  
Sports;  
Group Hobbies;  
Vacations;  
Community Activities;  
Charity Commitments.



# The Dangers of Zone Dilution





# The Dangers of Zone Dilution:

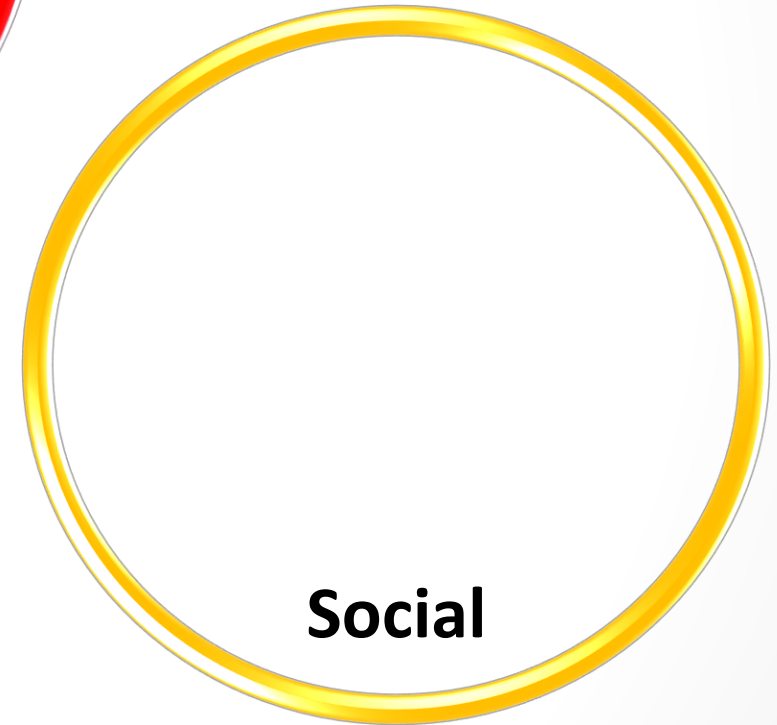
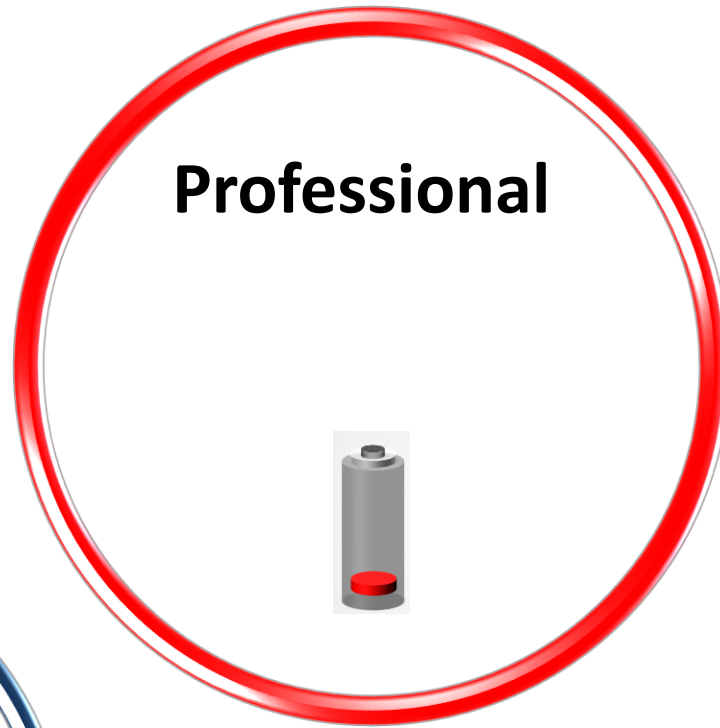
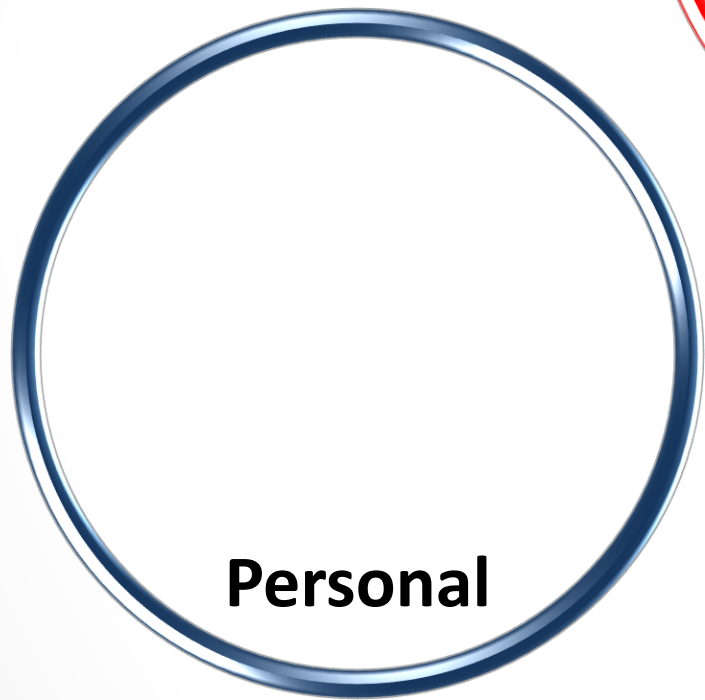
**Professional**

**Personal**

**Social**



# Working Day



Weekend

**Personal**



**Social**

**Professional**



# The Dangers of Zone Dilution:

It is 7:30pm and you are walking your dog alone.

What ZONE are you in?

Your phone buzzes and you stop to read and reply to a work email.

What ZONE did you just enter?

**ZONE DILUTION**

**Professional**

**Personal**

**Social**





# The Dangers of Zone Dilution:

It is 6:00pm and you are having dinner with your family.

What ZONE are you in?

Your phone buzzes and you pick it up to read a text about the Maple Leafs.

What ZONE did you just enter?

**ZONE DILUTION**

**Professional**

**Personal**

**Social**



# The Dangers of Zone Dilution:

Your are taking part in a remote **Time Management Webinar**.

What ZONE are you in?

Your phone buzzes and you pick it up to read a Facebook post.

What ZONE did you just enter?

**ZONE DILUTION**

**Professional**

**Personal**

**Social**



Have you been on Social  
Media during this  
webinar?

POLL



Step **AWAY** from the  
phone!



# The Dangers of Zone Dilution:

You don't get stuff done

You start getting behind

You work evenings and weekends

You lose focus

You disengage from family and friends (and dogs)

You skip yoga class

You start eating a poor diet

You lose sleep

Your Mental Energy Drains



# *Pomodoro Technique*





*Want a Fix?*  
*Stay In Your Zone*



# *HOW?*

## *Set a Goal?*



Goals are Fine  
But Winners Have  
**SYSTEMS**





What do winners and losers have in common?

They both have the same goal

**To be a winner – you need to have an effective SYSTEM in place**



*The purpose of setting goals is to win the game – the purpose of building systems is to continue playing the game.*

*James Clear – 'Atomic Habits'*



*True long-term thinking is goal-less thinking.*

*It is more about the cycle of endless  
refinement and continuous improvement.*

*James Clear – 'Atomic Habits'*





*Don't think – just do  
it – a routine that  
becomes automatic*

*90% training  
10% doing*



*Goals are simply a measurement tool to test  
the effectiveness of your **SYSTEM***

*Paul Weston – ‘Running in the Rain’*



# Goals vs. Routines vs. Systems



## Goals vs. Routines vs. Systems:

**Goal:** I want to stop eating sugary food

**Routine** (the why): I want to become a healthy eater

**System** (the how): Plan and cook healthy meals every day

### 30-Day System Test: Assess Goal

**Have I stopped eating sugary foods?**

**Yes** – The System Works

**No** – The System is Broken – Change is Required



# Goals vs. Routines vs. Systems:

**Goal:** I want to do more Yoga

**Routine** (the why): I want to treat my body in a better way

**System** (the how): Schedule Yoga sessions into my weekly  
**Personal Energy Zone**

**30-Day System Test:** Assess Goal

**Am I doing more Yoga?**

**Yes** – The System Works

**No** – The System is Broken – Change is Required



## Goals vs. Routines vs. Systems:

**Goal:** I want to spend less time on Social Media

**Routine** (the **why**): I want to be more productive with my time

**System** (the **how**): Put my phone on Airplane Mode when in my **Professional** or **Personal Energy Zones**

**30-Day System Test:** Assess Goal

**Am I spending less time on Social Media?**

**Yes** – The System Works

**No** – The System is Broken – Change is Required





# *Starting a System*



# The Routine of Behaviour Change

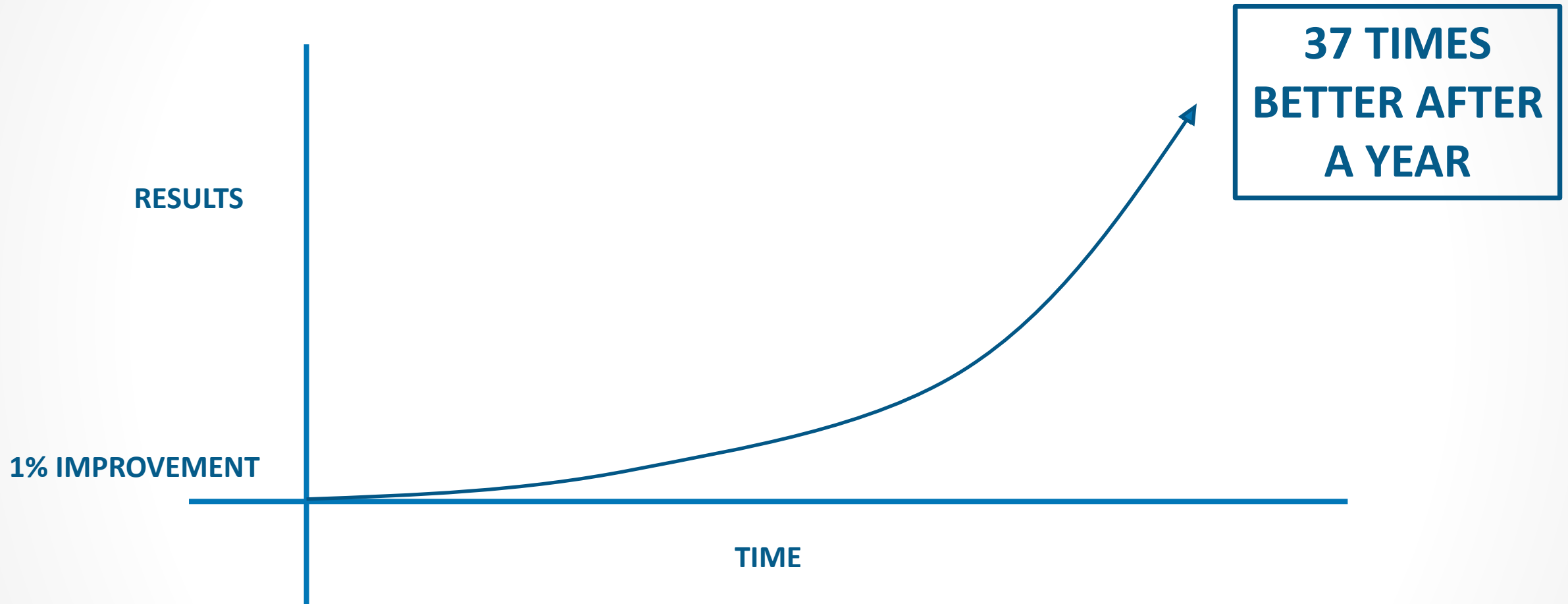


## Compound Efficiency – 1% better each day

1% better each day:  $1.01(365) = 37.78$   
times better after a year



# Compound Efficiency – 1% better each day



# Compound Efficiency .....

... the routine of building on small  
improvements ...

... day after day.



# Compound Efficiency Improvement (CEI)

One Small  
Piece at a  
Time





# Compound Efficiency Improvement (CEI)

## **Small:**

- Do not make big changes – only 1%.

## **Specific:**

- Do not generalize – think of Pawns not Kings.

## **Measurable:**

- Time – Productivity – Capacity.

## **Compoundable:**

- Must qualify for continual improvement.



# *Starting a System Communication*



# Inbox Discipline



# There Are 2 Types Of People In This World



Mail



Mail



# Inbound Email - DEED

**Do It**

**Less than 2 minutes? Just do it**

**Entrust It**

**Is this part of someone else's  
job responsibility?**

**Erase It**

**Do you need this? No? Get rid  
and stop the source**

**Defer It**

**No time to Do It?  
Can't Entrust or Erase it?  
Defer to ABC Folders**



# A B C Inbox Folders:



**A** — **MUST** be done today



**B** — **CAN** be done tomorrow



**C** — **MUST** be done by end of  
week/month





# ***Internal*** Email Transmission - SOPs

**Critical**

So urgent it could cost \$ if not sent

**Operational**

Basic content – within 2 hours

**Routine**

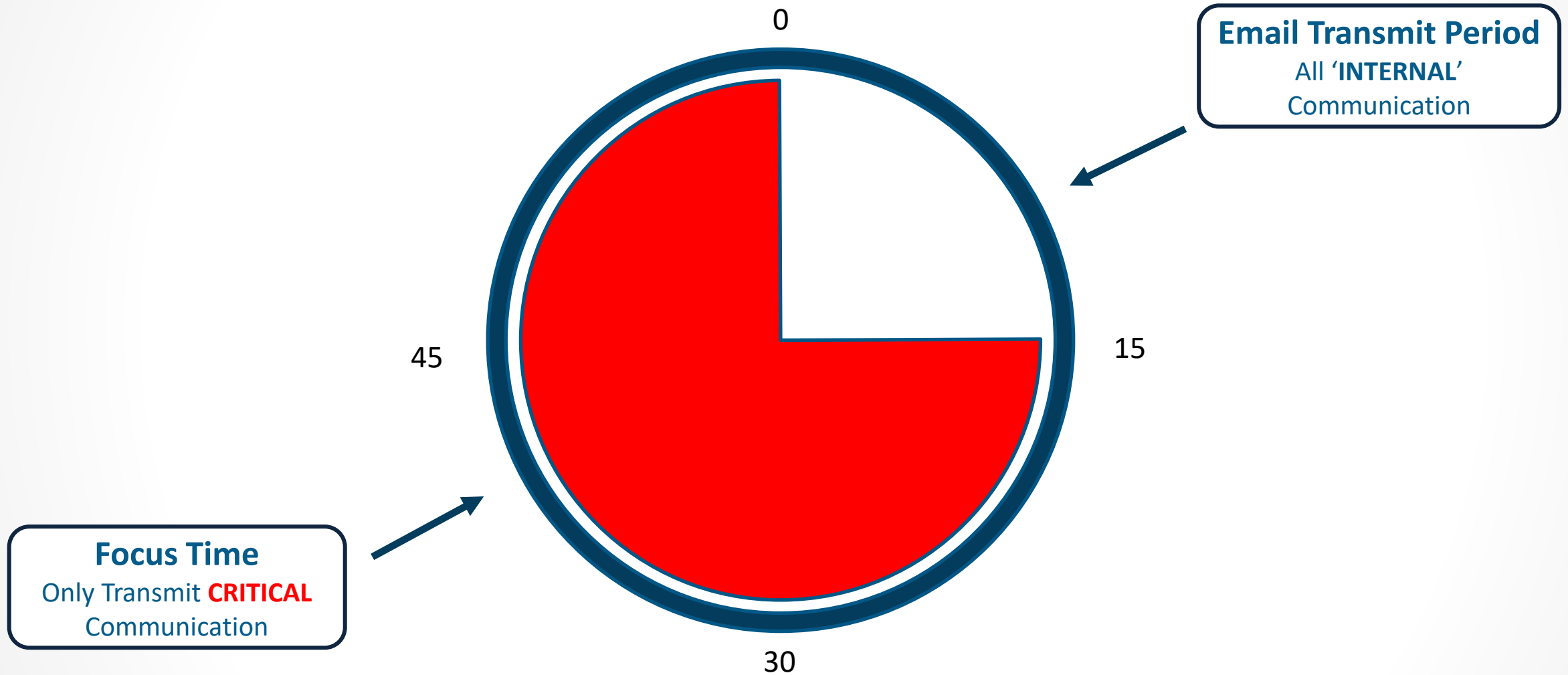
Needs to be communicated,  
could be part of a meeting  
agenda

**Reference**

For information – no response  
or IA required



# *Internal* Email – SOPs Transmit Zones



# *Starting a System Time Blocking*



# The Art of Time Blocking

A  
Meditational  
Approach To  
Time Blocking



# The Art of Time Blocking

***Professional  
Energy Time Zone***

***Task  
Accomplishment***

- ✓ Tools and information required;
- ✓ Airplane mode;
- ✓ Close the door;
- ✓ Headphones?;
- ✓ Set timer;
- ✓ Reward.



# Environment – Dark Hours

- ✓ 'Quiet' Zone
- ✓ 45-minute 'blocks'
- ✓ 'Saved' communications
- ✓ Zero Distractions
- ✓ 4 x Daily
- ✓ 40% Productivity Increase

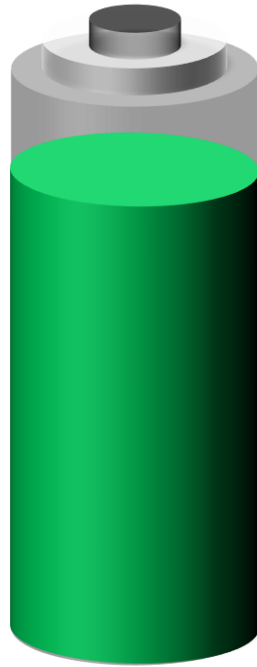


# Protecting Our 3 Energy Zones:

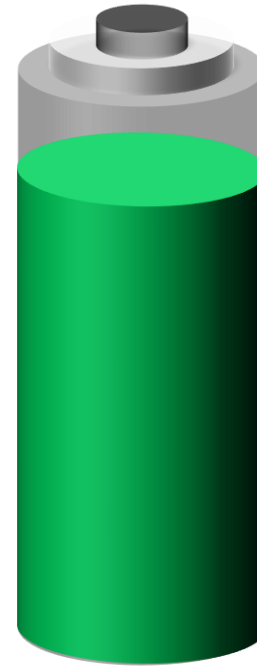
**Professional**



**Personal**



**Social**





## Top Tips

Set Boundaries of where your Zone Ends;  
Create Goals, Routines and Systems;  
30-Day System test (goal);  
Manage communications;  
Block Time;  
Discipline – Discipline – Discipline;  
Rewards for Good Zonal Control.



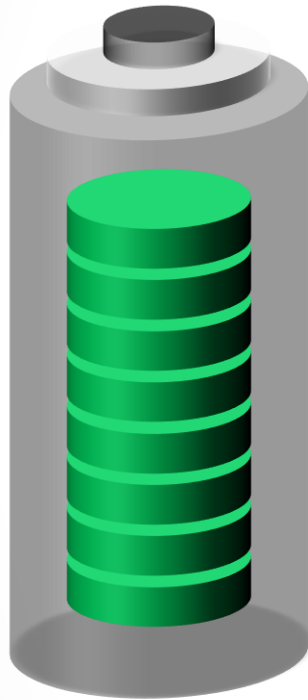
## Creating a Gold Medal Week

- ✓ CRM Fully Updated
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  - ✓ 5 New Accounts Opened



# Physical Drain 4 Mental Gain

Mental  
Energy



The Friday Night  
Feel Good Factor



# Focus Your Energy to Master Your Time

## SUMMARY

Recognise the 3 Energy Zones

The Impact of Zone Dilution on our Mental Energy Battery Pack

Understanding the relationship between

Goals – Routines – Systems

Creating Systems to Achieve our Goals

Starting a System for Email Communication

The Art of Time Blocking

Compound Efficiency Improvements

Creating Gold Medal Winning Weeks





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*Questions?*

