WELCOME
“Don’t think of introversion as something that needs to be cured... Spend your free time the way you like, not the way you think you’re supposed to.”

Susan Cain
What do you spend too much time on each week?

What do you wish you spent more time on each week?
<table>
<thead>
<tr>
<th>TOO MUCH TIME</th>
<th>WANTS TO GIVE MORE TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media</td>
<td>Family</td>
</tr>
<tr>
<td>Emails</td>
<td>Fitness</td>
</tr>
<tr>
<td>Binge Watching shows</td>
<td>Time with friends</td>
</tr>
<tr>
<td>Doing nothing / Vegging out</td>
<td>Reconnecting spiritually</td>
</tr>
</tbody>
</table>
"DO NOT BE OUTWORKED!"

"It makes sense to get up and start your day early because you can get more work done."

- Kobe Bryant

Evan Carmichael
Did Kobe have good time management skills?
Our projections are who we are ... 
What we project unto others is almost always a reflection of who we are at our core.
Humans become human through intense learning not just of survival skills but of customs and social mores, kinship and social laws—that is, culture.

Richard Leakey
We have competing narratives in our head. Competing are what would make us exceptional or exceptionally happy versus what we think it would be okay for us to give.
Feeling overwhelmed is not the issue. Feeling overwhelmed and **CHANGING NOTHING** is the issue.
5 Fs & 2 Ps
Five Fs & Two Ps

F - Faith
F - Family
F - Friends
F - Finance
F - Fitness
P - Professional
P - Personal
TO DO . . . .

TEXT YOURSELF AND/OR
EMAIL ME AT PCAPOSEY@GMAIL.COM

I REALLY THINK THAT IF I SPENT
MORE TIME ______________________
I WOULD BE A HAPPIER AND MORE
EFFECTIVE PERSON.
Work-Life Fit
Leverage

The ability to influence a system, or an environment, in a way that multiplies the outcome of one's efforts without a corresponding increase in the consumption of resources. In other words, leverage is the advantageous condition of having a relatively small amount of cost yield a relatively high level of returns.
• Eliminate the competing narratives in our head.

• We must start to consider work-life FIT instead of seeking work-life BALANCE
TO DO . . .

Rank order your 5 Fs and 2Ps and tell the most important person in the world to you about it.
Guilt CAN BE the thief of all joy
Enlightenment  |
Peace         |
Joy           |
Love          |
Reason        |
Acceptance    |
Willingness   |
Neutrality    |

Courage      |
Pride         |
Anger         |
Desire        |
Fear          |
Grief         |
Apathy        |
Guilt         |
Shame         |

POWER

FORCE

"Perhaps the most important and significant book I've read in the past ten years."
— Wayne W. Dyer
#1 New York Times bestselling author of Wishes Fulfilled

POWER vs. FORCE

The Hidden Determinants of Human Behavior

David R. Hawkins, M.D., Ph.D.

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DR. PJ CAPOSEY
To understand why you struggle to manage time you must be at peace with the fact that TIME MANAGEMENT is largely a function of EMOTION and not of LOGIC.
Which one doesn't belong?

73  263
505  712
DAD – Why are you SO weird . . .
ALL THE TIME?
• Eliminate the competing narratives in our head.
• Consider work-life fit instead of seeking work-life balance

• Our lives will dramatically increase in JOY and EFFECTIVENESS when we let go of the guilt and tasks we have been assigning ourselves
TIME MANAGEMENT IS A FARCE

60/60/24/7/52/365
Time Management Tips and Techniques DO NOT WORK because they make EFFICIENCY the primary goal.
Creating micro-efficiencies in a flawed system will not yield meaningful results.

Focusing on minor efficiencies will help take a good system to great.
Where are you spending your time . . . ?

Responsiveness

Productivity

Significance
Up until that exact moment, it was not just the hardest function of my career . . . It was the hardest thing I had ever done in my life.
We always have time because we always have a choice. Time management issues are **VERY SELDOM** overload issues. They are very commonly **POOR CHOICE** issues.
• Eliminate the competing narratives in our head.
• Consider work-life fit instead of seeking work-life balance
• Let go of the guilt and tasks we have been assigning ourselves
• Time management is not about fitting more work into an already busy schedule. Time management is figuring out how to do work today to free your time tomorrow so that you can dedicate time in areas of significance.
Figure out how to spend time today in a way that will give you more time tomorrow.

• Toss It
• Tell It
• Teach It
• Today / Tomorrow (which usually becomes Toss It)
Eat the Big Frog First
Sometimes we actively work against ourselves with what we think is the cure:

* Checklists for checklists
* Prioritizing instead of working
* Avoiding all technology
Who is tiny!

James Fanelli: Who Is Tiny?
Like · Reply · 13w

Rodney Rogers: I dont no who is tiny?
Like · Reply · 13w

Jim Taylor: WTH are you talking about
Like · Reply · 13w
Trying to use tips and tricks to get better at time management is like creating a cheat sheet for a test. It may work – in the short term – but most likely the time you spent making the cheat sheet was as much as if you just did the actual work that needed to be done in the first place.
• Eliminate the competing narratives in our head.
• Consider work-life fit instead of seeking work-life balance
• Let go of the guilt and tasks we have been assigning ourselves
• Time management is not about fitting more work into an already busy schedule. Time management is figuring out how to do work today to free your time tomorrow so that you can dedicate time in areas of significance.

• YOU ALWAYS HAVE A CHOICE – Spend your time chasing down tips and tricks or spend time reflecting and decide to finally tell yourself the truth.
In the really difficult times it is not WHAT we are dealing with that brings us struggle and stress. It is simply forgetting WHY we are dealing it.

What is your WHY?
December 12, 1997
MY WHY

Time is a finite resource.

Live a life of purpose
DR. PJ CAPOSEY

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