

Banish Time Management Forever

T**TIME**
MASTERY

John McLachlan & Karen Meager

Time Mastery

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Testimonials for Time Mastery

“After learning Time Mastery with Karen, our partners came away with productivity protocols we could implement in the practice straightaway. This makes us both productive and consistent as a senior team whilst still leaving space for our individual styles and ways of working. Really important for us as a growing business.”

**Janet Lewis; Partner,
JTP Architects, London**

“By following Karen & John’s methodology, leaders not only master their own time, they become an excellent efficiency role model for others. This improved everyone’s productivity and results at EdenTree, allowing us to focus on our mission of delivering ‘Profits with Principles’ for our clients.”

**Sue Round; Head of EdenTree
Investment Management Ltd**

“This book will help you make managing time an unconscious competence - leaving you space to get on with your life.”

Melody Cheal; NLP Master Trainer, Author of *Becoming Happy*, Co-Author of *The Model Presenter*

“You can attend every time management course going and still not get back the fulfilment you seek from the hours that you spend. What Karen and John have done in *Time Mastery* is to unblock those things that will always undermine your best efforts if you do not address them. This book shows you, both conceptually and practically, how understanding your resources, your personal rhythm, and the way you communicate with others, you can enjoy an energised and productive life. You’ll want to have a notebook to hand to get the most from this deceptively simple book. Do the structured thinking that Karen and John have laid out, and you will get more from this book than a lifetime of productivity courses.”

Bryony Thomas; Author and Owner of Watertight Marketing Ltd.

Acknowledgements

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A book is never just about the people who write it. It is a reflection of all the people that have informed and taught and worked with us throughout our careers and continue to do so. We want to acknowledge the influence, impact and support of our business colleagues, academic trainers, friends, family, students and clients past and present. You have all been, and continue to be, our teachers.

John & Karen

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Introduction

A Time Master is a master of their life. Being forever busy is not a sign of success. It is a reflection of being ineffective. Being a productivity ninja does not mean that you are living a successful and fulfilling life.

If you are busy living a full and satisfying life, that's a good thing. If you are busy and frustrated that you are not doing all the things you want to or you feel that your time is not your own, that's where time management isn't working for you.

This book is about being wise with what takes up your time. You will learn how to make good choices without feeling guilty and communicate that to others to win their support.

Lives are becoming busier and busier yet there are more labour- and time-saving devices available now than were available to our parents and our grandparents. Why is that? Why do we seem to have less time and so much competition for the little time we have?

People are not seeing time as a resource that they need to take care of and utilise. People see time as another thing to be managed, controlled and balanced against every other competing aspect of their life. This needs to change.

Your time is a precious resource and you can choose how to use it in pursuit of the life you want to live. Become a Time Master and use your own time resource for the things that matter to you.



Part A

**Banish Time
Management
Forever**

CHAPTER 1

It's About Time

"We have all the time in the world."

Hal David

Do you find that you do not have time to relax, focus as much on your career as you want to, watch your child play football or start that business you dream about?

Do you find that whilst you love your work life and love your non-work life you are constantly juggling them or feeling you should be spending more time on the other one?

The reason people have these challenges is because they have a number of things that are important to them and they are either making choices to try to balance all the competing things that are important or they are bouncing between them inefficiently.

People spend their time on the things that are important to them. This has much more to do with their deep-seated thinking and behavioural habits than their organisational skills.

Time “Management” is a myth. You cannot manage time; you can only manage your use of it. We are all individual and unique and your best way of using time is unique to you.

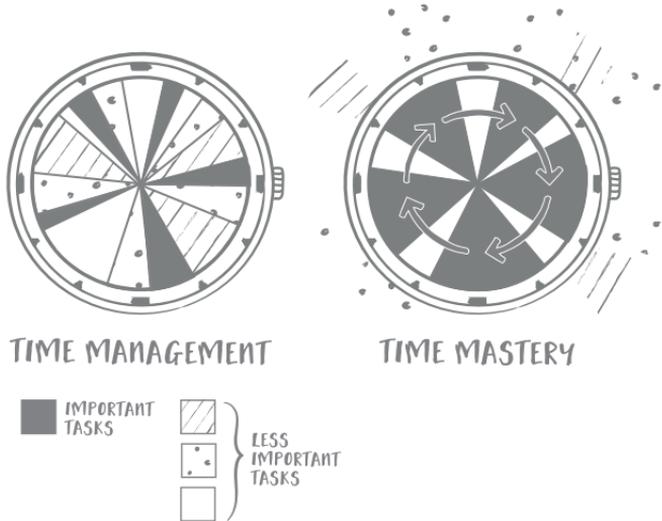
Time management tools help you consciously work out your priorities and actions, which takes effort. With Time Mastery you become unconsciously competent in the art of efficiency, so you don’t have to think about what to do with your time or how to prioritise, you just do it because it’s second nature.

Our clients complain that the problem they have with time management tools is that they take time and effort to use. They don’t fit with how the client already thinks. Time Mastery enables you to design your approach to time that fits with your thinking. It also helps you to understand other people’s time-related thinking, so that you can work more easily with them and set clear boundaries.

Time Mastery requires you to become clear on what is important to you in your life, eliminate time-wasting activity and align your everyday behaviour to create rhythm.

You sabotage your good intentions because your thinking habits, beliefs, values and habitual behaviours are personal to you. Time Mastery enables you to understand this, change your habits and thought patterns, and design a way of using and communicating your time that is unique and works well.

Time Mastery, not Time Management



Time is an agreed measurement by which people make arrangements, interact with each other and plan and organise life. Many cultures still work in terms of daylight and dark, the seasons and moon cycles but for most of us that no longer works. As we evolved we needed more detailed measurements of time which, whilst helpful, have created unnecessary problems. We have allowed a useful organisational tool to take on a life of its own and have a level of importance that it should not have.

Time management suggests that time can be managed and controlled in some way but it's not a thing. It is an abstract concept that we all have different understanding of and beliefs around. Suggesting it is possible to control it is both unhelpful and counter-productive. It is like the

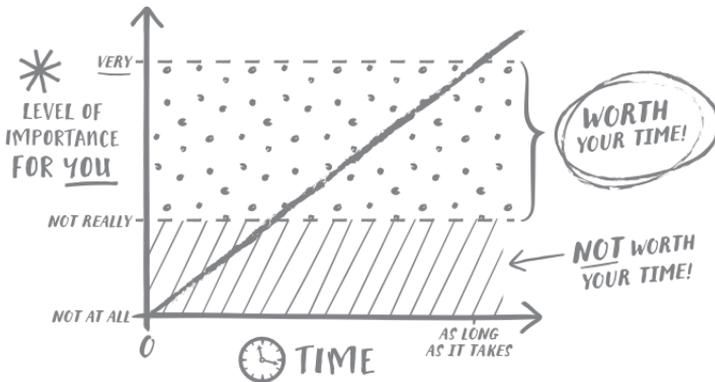
wind or the sea. Yes we can utilise them and their energy; controlling them though, that is not so easy.

Look after your Life Resources

We all have three key resources in life: our Time, Health and Money.

The way people use their life resources and blend them together determines how successful and satisfied they are with life. The problem is that it can be easy to neglect a resource or use one in favour of the other. Focussing on Money at the expense of Time and Health is a common one.

People spend their time resource on what they think is important



The fact that what you are doing is important to you does not mean that what you are doing is making you happy, successful or wealthy; that's not the point.

If you believe that working hard is important you will prioritise spending time on working hard over something else, like reading a book. If you believe that being home every night to make your kids their dinner is important you will prioritise time to do that over other things.

It may not be obvious why something you do is important to you; you don't procrastinate because you believe that procrastination itself is important, it's probably because getting it right, or not making a mistake is important to you. Procrastination is just the behavioural manifestation of the belief.

What you need to live a fulfilling life is for you to decide, no-one else. Time Mastery is not about being a super black belt productivity ninja, it is about doing the right things in the right way – for you.