



Get it Done Blueprint: 5 Steps to Building Efficient Time Management Practices

with
Michelle Simms-Reiter

Attention Managers in the Homebuilding and Housing Industry...

- At the end of the week, do you frequently feel like you didn't accomplish everything you WANTED to get done?
- Are you challenged with time constraints and distractions throughout the day?
- Do you feel overwhelmed with the number of things always coming at you?
- Are these market changes requiring you to constantly switch gears and shift your focus?

I felt EXACTLY the same way. If there's anything we can count on in the housing industry, it is that it is constantly changing. The demands from all directions, the last-minute urgent meetings from my frantic boss, the customer and closing issues that MUST be solved RIGHT NOW! I have been there, and I understand the pain!

My Time Management course, called The Sunday Kickoff, has been one of the most significantly impactful programs that I offer in the Strive Membership community and has changed the lives of Managers in ways they could have never imagined were possible.

I have taken my course and pulled my Top 5 steps toward making the *most significant* impact for you that can begin to impact huge change for you, right now, today.

I have outlined them simply and effectively for you to begin putting into use to create the results you really want! You too, can have the peace, balance, health, and sanity, while also getting more accomplished in your week than you ever have before. AND... while still being able to love the industry and job that you do each day even more!

So, let's get started, what do you say?

Step 1: Establish Your Current Top 3 Priorities in Life

Establish the top 3 most important things that are priority in your life right now

Try your best not to be too general (like Family, Religion and Health)

Instead- be specific to the season of your life right now... (examples shown)

- 1) Taking care of myself by focusing on my diet and exercise
- 2) Ensure my Team meets business plan this quarter
- 3) Uplevel my leadership skills at work to improve my opportunities

1) _____

2) _____

3) _____

Step 2: Make your BIG LONG to-do list!

Then.... cross off or delegate the things that don't belong on your list or match your Top 3 Priorities!

TO DO LIST:

Task (To Do Item)	Priority(easy/hard)	Impact
<u>Ranking</u>		

Now- Cross off the D's! And consider the value of the C's too!

Step #4: Blocking Time on Your Calendar

Decide how much time each task will take and block the time for that task on your calendar with the *exact* amount of time you plan to spend completing it.

Step #5: When the task pops up on your calendar- do it.

Even when you don't feel like it, even when something else seems like more fun, even when distractions, shiny objects and squirrels coming running along in front of you! As Nike says, JUST DO IT!

(My rule, Unless it falls into the FIRE, FLOOD or BLOOD category, it doesn't get my attention while I'm doing my task at hand!)

Trust me when I tell you that Step #5 will be the hardest for you. It is for all of us!

There's More in the Sunday Kickoff Time Management Course!

The Strive Sunday Kickoff Time Management Mastery course is built around the concept of knowing that Steps 1-4 aren't hard to do - you've probably heard some of this before, right?

Knowing what to do isn't the hard part. The hard part is grasping control of ourselves when we get off track, when we don't want to do it and when we lose sight of the prize that we really want!

In this industry, we are so used to running hard from one thing to the next! That's a tough habit to break. Even though we are intelligent Humans, we don't change our old habits quickly. I wish we did, but we all know that it takes practice to create new habits because we need to 'un-do' the old ones first! This is where Strive comes in!

We help you practice, manage your mind, and relearn new ways. We help to hold you accountable while you learn the practice and create the habits.

Stop running hard. Stop going on adrenaline alone. Stop waiting for something to change. It won't change. But YOU can. And I'm going to show you how.

Check out the details here: strivecoachingstudio.com/program