



**Want to Use this Article in
YOUR E-ZINE or WEB SITE?**

You can as long as You
include this complete blurb
with it

(and all links active):



Lee Milteer is an Intuitive Business Coach, Award-Winning Professional Speaker, and TV Personality who has counseled and trained over a million people throughout her career. Lee is the founder of the [Millionaire Smarts® Coaching Program](#) and is also a best-selling author of educational resources like [Success is An Inside Job](#) and [Overcoming Unproductive Behaviors](#). Find out more and sign up for no-cost success resources at www.milteer.com.

Stop Unrestricted Access to You

By Lee Milteer

The number one business insanity use of our time is unrestricted access to you. You have to remember that time is your only true currency. You have to be acutely aware of how you spend it. If you're allowing people to have non-stop access to you, you're out of integrity with yourself. There are a couple of insane practices in particular that many of us are guilty of.

Let's start with phone habits. We've been conditioned that if the phone rings, we must answer it. When we do, we give control of our time to the person on the other end of the phone. If you're taking inbound calls as they come, you're constantly stopping your work, creativity, and mental focus in favor of someone else's unknown priorities. You're giving away your power to the unknown and not utilizing your time and energy to its best advantage. If you allow anyone who calls you to have unrestricted access to you, are pressured for and expected to make instant responses.

Answering phones in your office or on your cell isn't really productive or beneficial, nor is it an effective way to do business. Plus, no one seems to respect or value anyone they can access at any time.

I outline this information in great detail in *The Entrepreneur's Guide to Banishing Time and Energy Vampires* (www.milteer.com/timeprogram), but I suggest you create screening systems that match your kind of business and take back your control over your time. Have your staff ask all callers for the reason for calling. Anyone refusing to provide good information about the reason for calling simply doesn't get a return call.

If someone wants something from me, we ask that they send information in writing, by mail or fax so I can review it on my timeline. For the most part, I don't take calls except by appointment. Block out times when you return calls but please remember that voicemail operates really well. It's time to start using it!

The next big time drain I want to discuss is email. Are you email obsessed? Do you check it several times per day and lose track of how much time you spend on it? Email has become a huge burden for most of us. We get jokes, cutesy things, unnecessary and unproductive questions or requests from people who are sucking up our Time Currency. Unsubscribe from time-sucking newsletters today.

Find some profit-making activities to do that you are not willing to be so easily and frequently interrupted and distracted and you will make a lot more money and be more productive!

On my website, we posted that anyone who would like to contact me needed to send a fax with what they wanted, why, and that I no longer answer email requests. People can still call my office and talk to my staff, but I had to stop the insanity of spending so much time answering emails. We have to train people how we want them to communicate with us. The advantage of this screening system is that people actually have to think about what they want to write to me about, they become clearer with requests, and no one expects me to be sitting by the fax machine to answer them that second.

The bottom line is that it's time for you to make a new plan because change starts in your life with the decisions you make about how you are going to do business and how people are going to do business with you. You have to be willing to lose a few customers, clients, or patients because of the way you do business.

If you want more information on how to take back your life and make more money, please come check out the Peak Performers Implementation Coaching Program, open only to GKIC MEMBERS. As Dan Kennedy says: *"I highly recommend you invest in the Peak Performers Implementation Coaching. Investing in this program will give you the weapons to fight off Indecision, Chaos and Regain Control of your Business, Profits and Life"*.

Lee Milteer
www.milteer.com