

# TIME *for* EVERYTHING

*How to Get It All Done!*



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# Time for Everything

How to Get It All Done!

Roice Krueger, James Skinner, and Mark Victor Hansen

**“Time for Everything” shows you how the masters manage to get it all done using only the same 24 hours as everybody else.**

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**Be sure to give this book to everyone you know who struggles with time. The busier they seem, the more they need it!**

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## Time for Everything

### The Authors

**ROICE KRUEGER** co-founded Franklin Covey, the world's largest training company, and has supervised consulting projects for 80 percent of the Fortune 500.

**JAMES SKINNER** is the founder of two global financial groups that manage billions of dollars of assets. He is also recognized as one of the world's foremost business thinkers and appears regularly on Japanese television.

**MARK VICTOR HANSEN** is the co-creator of the *Chicken Soup for the Soul* empire and is the best-selling nonfiction author of all time. His goal is to make the planet work for all humanity!

**NOTE:** Ideas That Can Change Your Life™ is a collaboration of three of the world's most amazing authors, speakers, and thinkers. The first person "I" may refer to any of the authors.

**To contact the authors for keynote and other speaking engagements:**

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### Not Enough Time?

Do you find yourself scrambling trying to get everything done? Do you feel as though you just don't have enough time in the day? Even if you had more time, do you feel that you wouldn't get everything done?

If you have feelings like these, the this book is for you.

This book outlines a few straightforward concepts to assist in getting “everything” done.

It shows what the masters know and do to make the best use of the same 24 hours that other people squander.

### What Does “Everything” Mean?

The most significant step that must be taken is to first define what is meant by “EVERYTHING.”

Does it mean every task that we and others feel that we should do?

## Time for Everything

This cannot be the meaning, because it is impossible for a person to accomplish every task they can think of doing.

There simply is not enough time; and more importantly, there is not enough energy to do it well.

We can always imagine and desire to do far more than we have the capability to accomplish!

So how is *everything* defined? For masters of time it is defined as “EVERYTHING that is vital.”

*Vital* means those tasks, goals, and objectives that are truly essential to the accomplishment of our purposes, dreams, and visions. Vital means those things that will truly make us happy and give us fulfillment.

Vital does not mean busywork, time wasters, distractions, or things that come to our attention merely because of the expectations of other people.

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My friend A. Roger Merrill puts it this way, “What is important is to decide what is important!”

Because it is impossible to do every thing, we must decide what is vital: that which means EVERYTHING to us!

Every significant author on time management teaches this principle in one form or another.

Without first making this all-important decision—what is the main thing, the most important thing, your purpose, vision, mission, dream, impossible goal—in short without deciding what means the world to you, you will be doomed to the fruitless and frustrating effort of trying to do every thing and you will miss out on EVERYTHING!

Stop reading now! Decide what is vital to you! Write it down! Commit to yourself to do it!

Remember, if you don’t decide, someone else will decide for you.

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### What Do You Do Next?

Stick to it.

Do EVERYTHING that is vital to you.

It's your life!

Do it!

### How?

Once you have decided what is vital, what EVERYTHING is, here are a few concepts that will assist you in doing everything that is truly vital in your life:

#### **1. Do only those things that are uniquely you.**

Focus. Do those things that are uniquely you. Do only those things that only you can do!

Accomplished athletes normally will focus on just one sport—the sport that they are most suited at and in which they can excel.

## Time for Everything

They know that to become number one they must focus on building the skills that will make them unique.

They let go of the things that are not unique to them.

They delegate those tasks to others.

Build on your strengths. Focus on what you are good at doing. No, focus on what you are great at doing.

If you do not have anything at which you are truly outstanding right now, focus on an area where you may excel, stand out, and become great.

Don't get caught up in the trap of trying to do less-important or insignificant tasks.

Never do the small stuff first.

This will more than likely require breaking some habit patterns that you have accumulated in your life.

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### **2. Expand the talent base of your team.**

The best way to get EVERYTHING done, is to get everybody involved!

If you can get enough people with enough talents on your team, you will always have time for EVERYTHING, because most things they will be taking care of for you.

The most effective people in the world are the ones with the most highly developed support structures and teams behind them.

Look for people with skill sets and viewpoints different from your own. You will need their strengths in order to accomplish the tasks that are not unique to you.

Create your own advisory board.

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Build your own Mastermind Group that can assist you in determining the critical path you must walk to achieve those things that are vital to you.

### **2. Ask the advice of everybody!**

Just as you can't do everything, you don't know everything!

Somebody somewhere knows the answer!

All you need to do is ask!!!

Seek out advice from those with experience and knowledge. You will find better and faster ways to do things.

You will find better solutions to the problems you face.

You will find ways to accomplish your vital tasks.

Be relentless in your pursuit of improvements and innovation.

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Your reward is to achieve that which is truly vital!

Asking everybody will give you EVERYTHING.

That reward is worth it!

### **4. Don't get distracted by all the physical things that you have.**

When you own something, it also owns you!

When you purchase a home, a car, a desk, a computer, or anything of a physical nature, it will require some form of maintenance, some form of your attention, some form of you: *your time*.

An abundance of things is an abundance of distractions.

Simplify your life.

Get rid of the junk.

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Give away the stuff.

Don't accumulate things that can pull you away from that what is truly important!

Check yourself before purchasing the latest gadget—ask yourself, Will it really save you time? Or is it merely a distraction that will ultimately cost you time?

### **5. Turn off the television.**

Find better forms of relaxation.

Do those things that will relax you and give you improved skills or relationships.

Find activities that will build your energy and strengthen your intellectual capacity.

Meaningless distractions like television are a waste of life.

### **6. Underschedule your time.**

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The majority of people I have trained and coached simply try to do too much.

Their schedules are full.

They are under the delusion that if they schedule it, it will happen.

Unfortunately, that is not true.

Over-scheduling only increases the level of frustration.

Under-schedule your time.

Give yourself the gift of an abundance of open time slots in your calendar so you have time to build relationships with people, to invest in mental and physical activities that build your energy, and most importantly so that you always feel free!

It is more than OK to have blank spaces on your calendar!

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### **7. Slow down.**

Time is impacted by our emotion. The speed at which it passes is the speed of our emotions.

If you are feeling rushed, time will seem rushed.

If you feel pressured, time will feel pressured.

When you feel those types of adrenaline-fueled emotions, stop and take a deep breath. Visualize a more serene surrounding. Do some relaxation exercises. Regain your sense of control. Slow down and time will slow down with you.

### **8. Change your time frame of reference.**

Most people only focus on the next few minutes, maybe hours, of their lives. They sometimes may plan a day or at most a week.

Change your time frame of reference beyond the immediate, that which is pressing upon you.

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At the very least, plan the next day before you start it. Better yet, plan your week! It is far easier to find “life balance” in a week than in a day.

What do I mean by life balance? It is balancing that which takes energy from you with those events and activities that give energy to you and lead to the vital things in your life.

The most effective people take this a giant step further, and plan events one year at time or more!

The power in using a longer planning cycle cannot be overstated.

Get rid of your daily planner and exchange it for a yearly one.

The type of activities you plan will naturally change.

It is simply not possible to schedule busy work and distractions on an annual calendar.

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When you work with an annual calendar, you naturally focus in on your most important goals and dreams.

### **9. Use the power of visualization.**

Think about where you want to be in *50 years*, not just five minutes. The environment will change, you will change, but the vision will give you a sense of direction and with it a sense of security that you are creating a life of significance rather than just being controlled by whatever happens to you from day to day.

Live your dream, not just the dream of others.

See your dreams and goals being achieved.

See yourself achieving all that you dream at a leisurely and enjoyable pace.

To make it real, make it real in your mind.

This is a key skill of all successful people.

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The time you spend visualizing it is never a waste of time.

Period!

### **10. Business is not busy-ness.**

Sadly, many people are in the habit of dashing around from meeting to meeting, squandering time on e-mail, constantly talking on their cell phones, and working long hours in the belief that this is “business.”

It is not.

That is busy-ness.

These are not serious business people.

Business is about getting results, not about being engaged in endless, mindless activities!

Stop!

Think!

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Take a time-out!

Ask, “Is what I am doing RIGHT NOW helping me to achieve that which is truly important?”

If not, stop doing it and replace it with a vital task: one that will get you to your destination.

Stop being busy, and start doing some business!

**11. Procrastination and running away from tasks are two of the biggest reasons that we don’t have enough time.**

Do it now; don’t procrastinate. Don’t run away from it.

Here are some ideas to avoid procrastination and running away:

- Many times we procrastinate because we don’t have the required skill to do the task. Develop the skill or pass the task to someone who knows how to do it with distinction!

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- Sometimes the task is so painful that we don't enjoy doing it. Think of creative ways to do it that would make it enjoyable, or think of a reward you can give yourself when the task is completed.
- Do the task in a different environment, somewhere that is enjoyable. The task may be tough; however, the environment will supply energy to you.
- Break the task into subtasks. Do it in smaller chunks. Measure the incremental accomplishment of the task and celebrate each step.
- Create a process that is fun! When we set the goal to write 100 books in 100 days, the goal seemed daunting. It was! So we created a process that was different and enjoyable. A significant part of the process was done at a fantastic resort in the Maldives and at a golf club in Singapore. The goal was accomplished because of the energy-creating process we designed.

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**12. If you are not making progress, stop and take time to plan what you are doing.**

There is enormous power in seeing the thing done in your mind's eye.

Map out the process.

Plan the steps by which you will get it done.

See the entire plan and schedule being executed.

Feel if the plan is right.

Adjust the plan until it feels right to you.

Schedule the various steps of the plan in an under-scheduled calendar.

If you plan the things you want to do, you will find you have enough time *and energy* for EVERYTHING, and that you enjoy the process more.

## Time for Everything

### **13. Take time each day, each week, and each year to evaluate your progress.**

Mentally and physically keep score. Ask yourself if you are doing that which will lead you to your desired destination.

Discuss your progress with your mentor or coach.  
Create a deep sense of personal accountability.

Keep score.

You may choose to graph your progress.

You may choose to write a brief journal.

Writing is the key. It enables you to see your progress.

By writing something down, you move it from your internal self to your external environment.

Now you can look at it and evaluate it.

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It makes you accountable.

### Summary

You don't have time to do every thing; however, you do have time to do that which is EVERYTHING to you!

The key is to decide what is truly important; then you will be able to do everything that is vital.

From the list of ideas we have shared here, find the ones that you think will help you the most. Then start doing them.

Remember that your results will not change if you do not change.

The issue is not that your environment must change; it is that *you* must change.

To change, you must **do something different**.

Find ways to break old habit and patterns.

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Decide right now that you absolutely will, must, and are committed to doing EVERYTHING that truly matters to you!

With best wishes,

Roice Krueger, James Skinner, Mark Victor Hansen

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