



TIME MANAGEMENT HACKS

EPISODE #71 of a Daily Dose of Greatness Quest with Trevor Crane

DAILY QUOTES

“Work expands to fill the time available for its completion.” -Parkinson's Law

DAILY QUESTION

If you had all the time in the world, what would you do?

DAILY CHALLENGE

Pick at least one of these hacks and start using it TODAY.

SUMMARY

Today I talk about 5 simple TIME MANAGEMENT HACKS that you can apply right away - to give you **MORE** time... And make you **MORE** effective.

So you can have **MORE**. Do **MORE**. Be **MORE**. Give **MORE**. Get the idea?
MORE! MORE! MORE!!!

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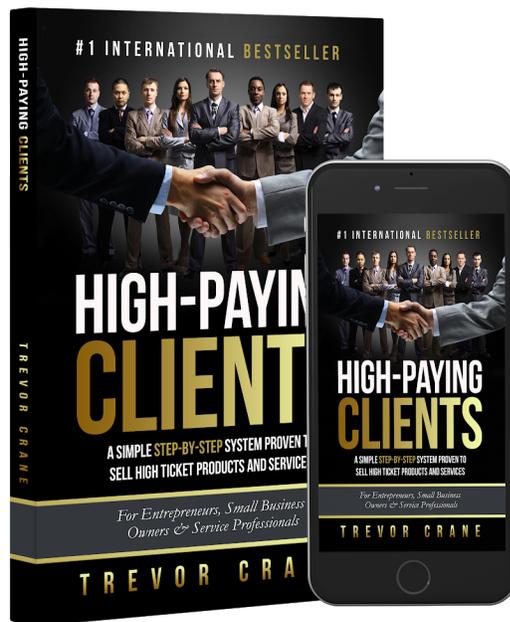
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ABOUT TREVOR CRANE

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TRANSCRIPT

Dude, today I've got some **time management hacks** I know you're gonna love. These are most precious resources our time and I've been using these hacks for a little while here. And I feel like I'm getting more of it each day although I never have enough but you're gonna love these little hacks. I've got three of them plus a bonus so let's call it for.

Enjoy the show.

(INTRO - AUDIO)

Okay so not a lot of stories today other than the fact that, you know, we all need our time. I have come to believe that it is our most precious resource. It's not money. I guess health, I guess is another one that's right up there. If you don't have that you're kind of thought but we only have this one thing and that's our time and everybody uses it differently. We have real successful people that seem to do really well with their time. And there are other people that seem to struggle. And I don't know about you but like I'm always looking for more time. So I'm gonna give them to you real quick. There's four little tips, like I said, they're little hacks that you might get some more value out of.

So number one, if you haven't been doing this now, if you know these already then, hey, you're smarter than me or you already got it. That's cool. So **number one is speed up the audio or video that you're listening to**. If you're not listening to my podcast on double time or triple time or whatever it is, then if you didn't know that wasn't available option you should be. I'm trying to sound a little bit more like Mickey Mouse.

But I started doing this on my audiobooks and it's been awesome. I listen to audible all the time, I've got a bunch of audiobooks and I'll listen at 2, 3x speed and I absolutely love it. It was years ago, a buddy of mine told me that I should be doing it on YouTube videos and you can. And I love this hack because you can just get the content so much faster. And I'm sure you skim content. You know, whether it is when you're reading something or listening to it or watching it, you probably, you touch it at different points.

If you're not using this hack, you absolutely are gonna love me for this. One is

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gonna save you a bunch of time. Just go into the settings on whatever tool you're using to go ahead and listen to things or watch things and the guy have some kind of speed version and you can listen to it in faster time.

Next thing, hack **number two** is **NET time**. This is something Tony Robbins taught me and he talks about a lot. **NET stands for no extra time**. So what is it that you can, you know, that you can do where you can do two things at once. So, for example, I listened to audiobooks and podcasts when I'm exercising. Hold on a second. I listen to audiobooks and podcasts when I'm exercising. I listened to them when I'm doing the dishes. I listened to them when I'm cooking. I listen to them when I am running around and I'm outside doing yard work.

So it's called no extra time. You can also call this toilet time, you know, if you're sitting on the toilet kit. What can you do there that is productive, you know? Can you pull out your phone and do a little bit of social media? But something I teach my clients to do and it's called a dream 25. I'm live streaming. And it's about following and engaging with 25 people that you really like. That you wish could become core clients. I should actually do a podcast episode on this. Maybe I will. I haven't done so yet. I will. I'll teach a little bit about dream 25 on another podcast. But **no extra time is when you can just go ahead and do multiple things at once**.

Now, I'm not much of a multitasker. So, you know, I find that if I just focus on one thing, I tend to get it done. If I have two or three at the same time, I can't. So I like to listen to audiobooks. I like to do some social media like I have my toilet time but I'm using wisely. So I don't know what it is for you. But that's another hack where you can get more done that maybe it's on your ear your right to work. I'm sure you do this to a certain extent.

But working through the hack **number three** and this is really important is **just do less**. You know, the only way to get more time to do the things that you love is to stop doing some other things. And I know this is pretty obvious. But we've only got 24 hours in a day. I've done the thing where I've just tried to get less sleep. And that does work. I can do that. I can't get by on 3, 4, 5, 6 hours of sleep. Not a problem for a little period of time.

But I found lately I'm trying to stick to the six to eight hours of sleep so that I can

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become more productive with my hours. So I'm not telling you to sleep less. Although it's a pretty good strategy, get up early in the morning, all things like that. Like the earlier, I get up in the morning, the more I get down. I guess I can throw that in as another hack.

When I was getting up at three, four or five o'clock in the morning and have been doing that consistently lately, so I'm not going to preach that one to you. But I will say that hack of getting up 3, 4, 5 o'clock in the morning, 4 o'clock in the morning to start my day has been one of the most powerful ones for productivity. No distractions. And I can just get it on but what I was going to talk to you about a number three.

And now we'll call this **number four** today. You're going to get 5X of time management because I just gave you one. **Get up earlier.** That's a really good one. Can't believe didn't make the original list but I talk to you about. So this is number four, do less and here's what, how you can get that done. And I'm going through this process right now.

Number one is prioritize. So prioritize what's most important and you got to make a big list to capture all the that you got to have done that you're working on or whatever it is and then you've just prioritize what's most important to least important and maybe chunk those into different groups. I guess that's the next step is chunk those because not everything is going to be the same thing. You might have to fix the roof and you might have to do some marketing, you know, you have to spend some time with your kids and spend time with your wife. These things are going to go into different categories, you have to do some design work, you have to do some sales if you just different things.

So put them into different categories and chunks. And then what I challenge you to do is delete and delegate. It's not important to do everything. There's an 80-20 rule and what I am doing right now is I'm finding what are the things that I can have other people do and one of the things that I can just stop doing deletion and delegation. But I don't just want to start deleting delegating until I have clarity around my priorities first. So I think that's really important strategy for you as far as a hack.

And then my **number five**, the last hack if you today is about a **deadline**. I have a client of mine who hired someone on my team to help her read a book. And we didn't create clear deadlines, and I'm sure we did at the time, but they slipped through the cracks and I started revisiting this. I called up our head writer that's working on this

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project with one of my clients. And I said, What's the status because I turned it over to him. And I just assumed that it was moving forward.

And then months went by and I'm like, "Dude, what happened?" And I went back in to revisit it. And I talked to him and I talked to her. And I'm doing it just in the little chat and I've got him on a group chat now, and I said, first priority is set the deadline and so we're going to work backwards from there. So they just picked a deadline in June or July on excuse me, and a July I think is their deadline. And they weren't specific about it yet. So I'm like, that's the first goal before he started doing anything else, and meeting once a week and all this bullshit. Let's get clear about the deadline first and why that's our deadline. And then let's work backwards. So if you don't have deadlines involved in your to do's and your task management, then you're probably screwed.

So hope you found that valuable. Last thing for you today is just a daily quote and that is Parkinson's Law. If you haven't heard this before, it's going to be valuable for you. Here goes. "***Work expands so as to fill the time available for its completion.***" Which is why I ended with setting a deadline because I do find that the work expands to fill the time available. So if you're not setting deadlines, then you are probably missing out on some real effectiveness and efficiency in what you're doing.

Alright, that's all I have for you today. I can't wait to talk to you tomorrow another daily dose of greatness quest.

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