

**Business Owner Frustration #3 of 14,
"I'm Spending Too Much Time in My Business"
A Guide To Get Your Life Back**

By:

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Quit Wasting Your Life at Work and Start Getting A Family Life Back

1

Goal 1: Gain back 1.5 hours of time a day in just 10 minutes.

Strategy: Plan your Day ahead of time.

Solution: Brian Tracy states that for every minute of planning a person saves ten minutes of performance. Plan your work and then work your plan. The most successful time managers plan their day's big activities the night before and next week's activities Friday night before they leave. The reason for this planning is to allow their sub-conscious mind to work on any major challenges as they sleep. You've heard the term "sleep on it," Right? Plan your next day's activities for 10 minutes each day. The next step highly effective people use in their planning is an accountability coach. If you are in need of an accountability coach, give me a call at 208-321-2553 or email me at rogerhawk@actioncoach.com

2

Goal 2: How to make your employees more productive.

Strategy: Set your Team's expectations through clearly defined Mission, Vision, Values and Culture.

Solution: When I was in the Army's Special Forces, we had a saying that went, "A well informed troop is a good troop." As the leader of your business, the employees are looking for you to set the direction of the company. This is done through clearly defined Mission, Vision and Values statements. If I were to ask your employees what your mission, vision or values were, could they tell me? Most business' can't. Culture is vital to any organization and must come from the owner, otherwise, the employees will define your business' culture for you and I promise you that you will NOT like what they establish and neither will your customers. Problems with team members can tear a business apart and letting a situation fester can often cost owners their best employee and their business. Therefore, leadership training for owners and executives is essential to effective team management. Contact [Roger Hawk](#) to schedule a TeamRich workshop for your organization or to discuss how to create your Mission, Vision, Values or Culture for your business.

3

Goal 3: Identify the work that really counts in your business.

Strategy: Keep a time log, Plot the Big Rocks, Shed the Pebbles.

Solution: Conduct time management studies and use block time management to your advantage. Write everything that you do down for 2 weeks and then go back and see where the waste is and what activities you can get rid of. Hire others to move your pebbles so that you can concentrate on what really matters in the business (the rocks).

4

Goal 4: Create Your perfect Default Calendar

Strategy: Have a plan for your perfect work day.

Solution: Take your big rocks from your Goal 3 and plot them into your work week with recurring appointments. This is to ensure you don't book ad hoc meetings over the big rocks that are necessary for you to work your business instead of having your business work you. Having this default calendar will also allow you to schedule your work more effectively by grouping activities as well as knowing when you can schedule new activities. Contact Roger Hawk if you need forms or guidance in how to plot your default calendar or a predefined time log. Roger Hawk 208-321-2553 or rogerhawk@actioncoach.com

Goal 5: Reset your mind to be more effective throughout the day.

5

Strategy: Clear your mind every hour to refresh your thoughts and reset your focus

Solution: Every hour stop what you are doing and ask yourself these 5 questions:

1. What am I thinking?
2. What am I saying?
3. What am I doing?
4. What am I feeling?
5. What do I need to change about what I'm thinking, saying, doing and feeling?

This quick one minute attitude adjustment will make all the difference in the world in how you run your business.

Receive a free "Business Health Strategy Session" by contacting me at: rogerhawk@actioncoach.com or by calling Roger Hawk at 208-321-2553. Also, visit my website at: <http://actioncoach.com/rogerhawk> . Listen to my weekly radio show on <http://670kboi.com> on Saturday morning at 7:00 or download my latest show and other business tools from <http://hawkseyeonbusiness.com>

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