

SUCCESSFULL BUSINESS OWNERS INFO PACK USING NLP

Time management

Step 1

- List 10 activities you have to do every day

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- Plan blocks of 30 minutes in your Calendar (25 minutes Activity 5 minutes rest)
(Plan in your calendar below)

- Which ones you can finish in less than 25 minutes?

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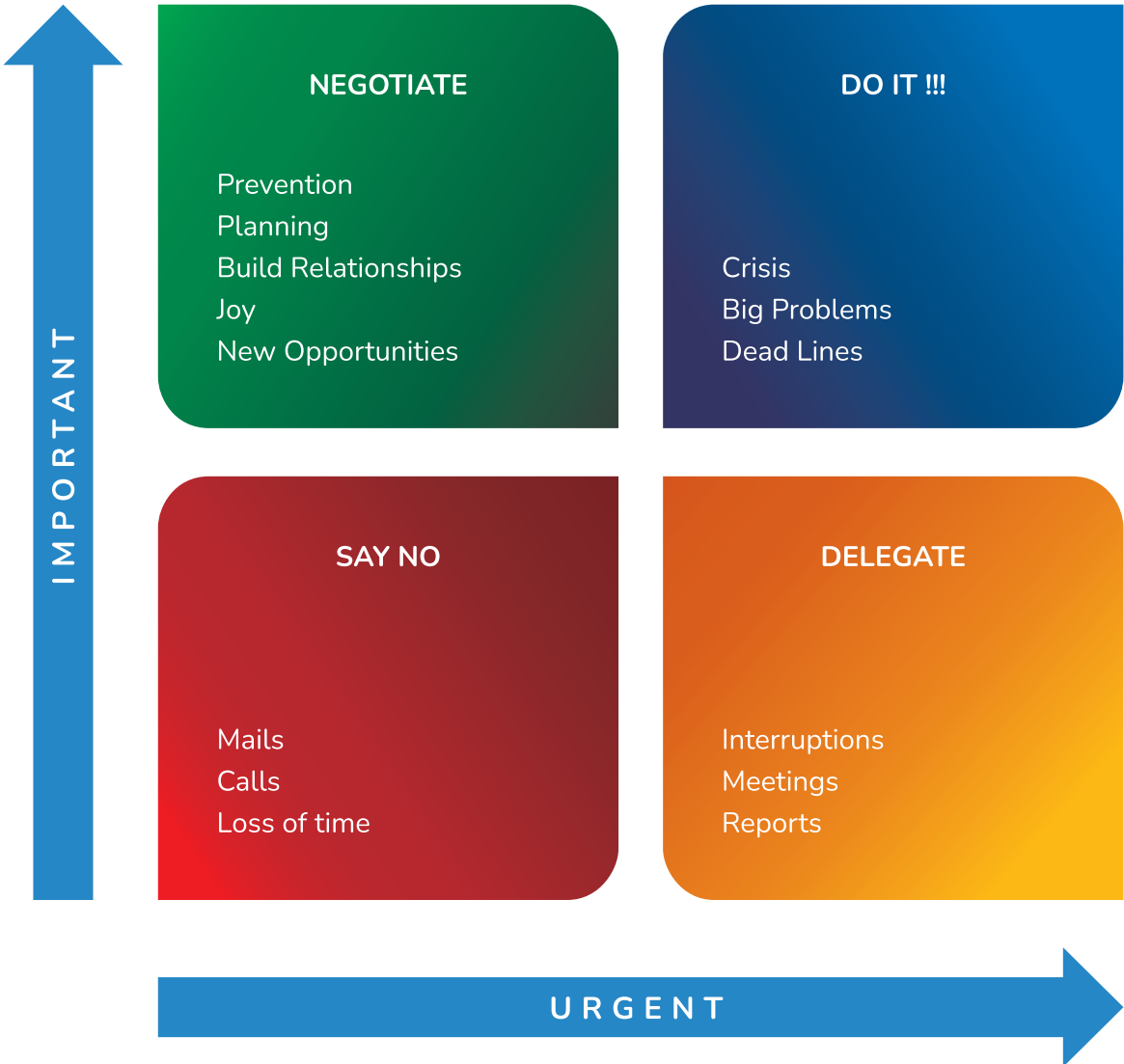
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Step 2



Step 3

The easiest activities go at the beginning of the day or week (from 8 to 12 or from Monday to Wednesday). The most challenging go at the end of the day or week (From 1 to 5 pm or from Wednesday to Friday)

Avoid distractions (Facebook, Phone)

Day of the week	Monday	Tuesday	Wednesday	Thursday	Friday
Hour of the day	W E E K L Y P L A N				
08:00 - 08:30	DAILY PLAN				
08:30 - 09:00					
09:30 - 10:00					
10:00 - 10:30					
10:30 - 11:00					
11:00 - 11:30					
11:30 - 12:00	Lunch Time				
12:00 - 12:30				Meetings	
12:30 - 13:00					
13:00 - 13:30					
13:30 - 14:00					
14:00 - 14:30					
14:30 - 15:00					
15:00 - 15:30					
15:30 - 16:00					
16:00 - 16:30					
16:30 - 17:00					

Decision Making Strategies

? Diagnosis: What is really the problem?

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... Options: Outside factors, Inside Factors of the organization. What are the resources we have? Brain Storming.

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? Diagnosis: What we decide? What is the best alternative?

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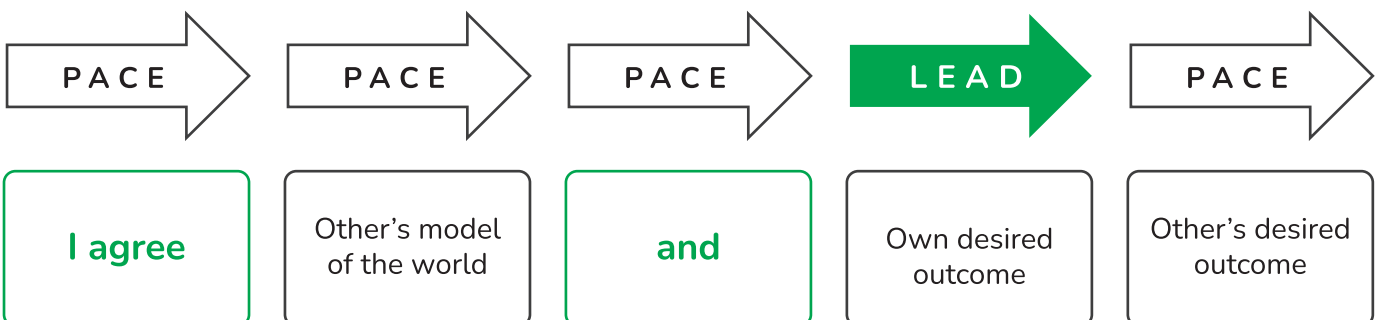
↻ Assignment: Who is going to do what? Keep them accountable

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☆ Special: What extra things do you need? From others, From the organization

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Agreement Frame



- ✘ **Never use the words:** But, I understand
- ✔ **Use the words:** I appreciate, I respect, I agree, and

There's so much more we need to do to complete this project. We've got to work late to get everything done on time.



I agree we've a lot to do, and I think if we go home now and recharge our batteries we'll finish the job tomorrow in half the time



Road to Success

1. What is your goal/outcome?
2. Why is achieving this goal important?
3. How confident are you from 1-100% that you can achieve this goal?
4. What would need to happen for you to be 100% confident?
5. What do you need to achieve this goal? Brainstorm.
6. Prioritise them with No.1 being the highest level of importance.
7. Take Top 3 priorities and chunk down further.
8. Take action

Success

Feedback

