



A MODEL FOR ORGANIZING TIME THAT CREATES BALANCE

SPIRIT TIME

rest and relaxation
purpose is to recharge your batteries
totally free of activities directly related to making money
always block this time out first
by taking care of your “self”, you maximize what else you do
spirit-time keeps you in the creative zone

My list:

FOCUS TIME

anything that brings you money and financial opportunities
activities that produce the greatest short and long-range results
ways to manifest your energy in physical form
the 3-5 activities that will be your primary focus

Ask yourself “if I was going to do one thing that would bring me money and bring me joy, what would it be? Then ask that question again until you have 3-5 items

My list:

BUFFER TIME

everything else
time to handle all those things which would otherwise drain our energy and focus
might include cleaning up messes in our lives
delegating job functions
developing new personal professional skills.

Source: The Great Crossover, Dan Sullivan