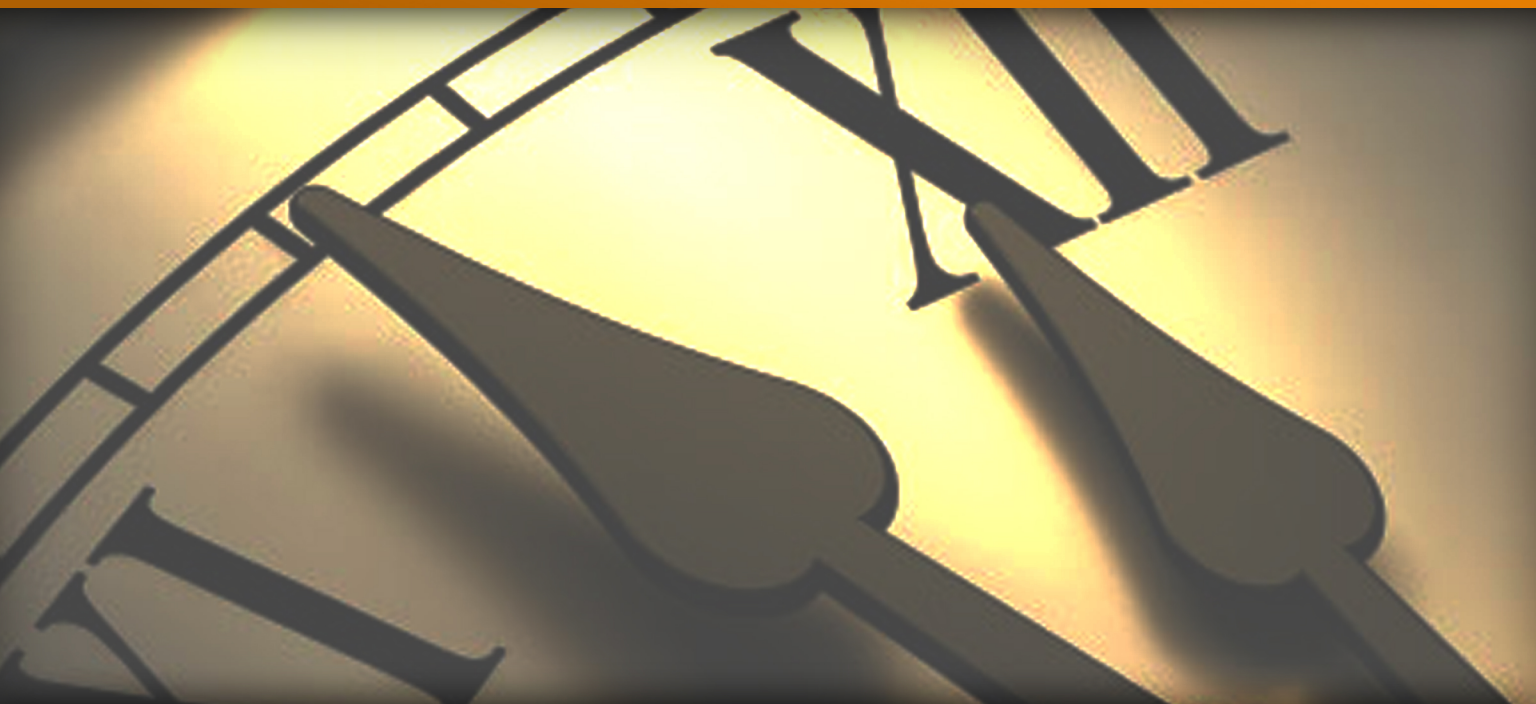


DANI JOHNSON®



**OWNING
YOUR TIME**

LIVE BY DESIGN, NOT DEFAULT

Introduction

“Nothing becomes dynamic until it becomes specific.”

Life happens by accident if you let it. When you live life on autopilot, whatever happens happens and it all happens by chance.

But if you become very specific and directed on what you want to do, then you live life not by default but by design. Could you imagine if you actually believed that it was possible to design your life? You would live it differently if you got to design it.

Have you ever met a person who seems to have it all together... They work so few hours, go on vacation all the time, and yet they still make enough money to support themselves and their extracurricular activities?

How do they do it? Most people work themselves into the ground just to pay the bills let alone spend extra time with family away from the house.

Luckily, there IS a way to shake yourself loose from a humdrum lifestyle without the stress of extra work hours and without winning the lottery. Does it involve hard work and focus? Yes. But more importantly it involves when and where to apply that hard work and focus!

Follow these step-by-step directions provided to make a monthly calendar for success! See where you are wasting time, and what parts of your life need more attention - and more importantly, start living the life of your dreams IMMEDIATELY!

Set Your Goal

One thing to keep in mind is what lifestyle you want to obtain. How do you want to live your life? Do you want to be surrounded by stuff or do you want to be perpetuating happiness and getting away once a month with your spouse, family or friends?

Take time to answer these critical questions:

- “If you knew you couldn’t fail, what would you want to do?”
- “If failure wasn’t an option, and it wasn’t in your path, what would you decide to do with your life and time?”
- “Where would you want to go?”
- “What would you like to see?”

Some of us have shrunk our lives down to such a tiny little place that we can’t see beyond our own current set of circumstances. We’re so focused on the small things that we can’t even see there is a life beyond paying off your Visa card.

So, take a few moments and ask yourself these questions. When you finish, write out your goals. These may change, but starting somewhere is what’s important.

Set a Timeline

Plan out your goals – write out which ones you want to achieve in one year, 6 months, 10 years, etc. Try to be realistic. If all you wrote were big goals that are far off in the future, go back to brainstorming!

Come up with smaller goals as well or break down big goals into a task list of different goals that will eventually lead to one big goal down the line. When you start achieving goals, even the small ones, it will motivate you and keep you focused on the bigger picture.

For example:

Your Goals:

Go to London. **3 years**

Get out of Debt. **5 years**

Get a promotion in my job. **1 years**

What you will find the first time you do this is that you'll have a whole lot of "ones" on your list. The reason why is because, now, all of a sudden, you're thinking, "Okay, well, if I'm gonna do this, I'm gonna do it now since I've been wanting to do this for so long."

Otherwise, it's just not gonna happen!

By The Way

When setting your goals or using a calendar to manage your time, it's best to always use a pencil because you'll be scratching out and

erasing multiple times. You're designing your life and no longer living life by default!

You have to be living and we have to live it now. It doesn't matter what your financial condition is right now. I promise you, you can achieve all of it right now. You have enough money now to pay off all your debt and enough to go on your dream vacation.

The decision you must make is the decision of whether to live your life by default or by design?

We make tradeoffs all the time with our time. After I cut my hours back by 80 hours I found that I was wasting 80 hours a week and only productive 20 hours a week.

How about you? Are you wasting a good number of hours per week? *The issue is where your time is going.*

You have enough time right now to increase your income! The problem is your time is being used inefficiently, and therefore, ~~inef~~fectively. You are not producing the results that you want.

You already have enough time and money to make everything on your list attainable. If not, at least you can start in the right direction, become diligent with your time and trusted with what's in front of you. Then, watch your efforts multiply.

Organize Your Priorities

This next step can not only help you find time to set and achieve goals, but also help you start to live the life of your dreams NOW.

You have to organize your priorities – Find ones that work for you. If your life is a mess it probably means at least one of your priorities is out of order.

The follow is an example, it may be different for you:

- i. God – keeping your spiritual life in order
- ii. Spouse
- iii. Kids
- iv. Work
- v. Extra-curricular Activities – even volunteer work

List your priorities below

- 1.
- 2.
- 3.
- 4.
- 5.

Pull Out A Calendar

Now pull out a calendar, get a day planner, something that will help you visualize your priority list and create a system that works for you. There are several month at a glance calendars attached you can use for now.

Looking at the calendar, **you want to plan 3 months ahead**. Start filling in your priorities on the time and dates you want to fit them in. Always use pencil. Then find a different highlighter to represent each priority.

For Example: Blue = Spiritual, Orange = Time With Spouse, Pink = Time With Kids, Green = Work.

Make sure that you plan a weekend to get away, a date with your spouse, a one-on-one date with each kid to spend time, etc.

Don't forget to include some fun! Some ideas are:

What restaurants or resorts have you been wanting to visit but haven't yet?

What day trips have you been planning but couldn't find the time for?

Who have you wanted to spend time with but haven't set up a time yet?

Fill In The Blanks

Now that your TOP priorities are lined up on the calendar, you should have a good visual idea of how much spare time you have during the next several months.

From your goal list, pick out the ones you could realistically finish given the left over time frame. If your goal XYZ could be accomplished by working 5 hours a week for 4 weeks, that would be a plausible goal to plug into your monthly planner.

From your goal list, which ones would you like to achieve within the next 3 months? And the 3 months after that?

Congratulations!

Well, that should give you a good start. Feel free to add some of your own thoughts and questions too. Some will be easy to answer, others not. But if you take the time to do this, and *if you get off track, come back to this sheet. You may need to reorganize your priorities again!*

So many have found when using this time management system something amazing - they “find” free time to do what they want that was never there before! Imagine extra time without losing sleep! It all begins with prioritizing and telling your time you want it to go.

Follow these simple steps to go from out of control, feeling powerless and frustrated to confident, inspired and excited about life. This year will be a much more fulfilling year of growth for you! Just a little bit of time invested right now can have a dramatic affect on your results by the end of the year.

We can't urge you enough to *stop whatever you are doing right now and answer these questions*. Taking just a little bit of time now can mean the difference of 200%, 300%, 400% or more increase in this year! Do it now.

May God bless and prosper you and your business!

We Want To Hear From You

We would love to hear how “Owning Your Time” has helped your personal and professional life. What’s your story? We want to know. Send us an email of your success story with your family or professional life at www.DaniJohnson.com. By submitting your testimonial you give www.DaniJohnson.com permission to use all or part of it on our website or promotional materials.

Time Management

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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NOTES:

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