ADD ACCOUNTABILITY TO YOUR DAY AND MAKE EVERY MINUTE COUNT
Add Accountability to Your Day and Make Every Minute Count

Acknowledgments

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Instructor: Presentation Requirements

Lesson Outcome

In this course, you will learn how to use the time-tested success models of the 1-3-5, the 4-1-1, and time blocking, and get control of your time today.

Timing

This is a one-hour training course. When planning for the timing, allow for 30%-50% of the time for activities. Activities will help the participants understand the purpose and value of the training.

Suggested Activities for This Course:

- Discussions to have participants apply knowledge from course
- Create 4-1-1 worksheet
- Create an action plan

Before the Training Event Preparation

1. Confirm the training dates, location, and number of participants.
2. Ensure you have the following materials:
   a. Instructor Guide
   b. PowerPoint Presentation
   c. Participant Handouts (one printed copy per participant)
   d. Attendance Sign-in Sheets
3. Ensure you have all reference and resource materials:
   a. The Millionaire Real Estate Agent (MREA)
4. Read and study the Instructor Guide. If using case studies or scenarios, review ahead of time and select the most appropriate cases studies or scenario for your audience. Familiarize yourself with the Participant Handout.
5. Read all reference materials. Take the time to mark or flag the pages referenced in the instructor notes for easy retrieval during the training.
6. Review audio from Family Reunion 2015 on this particular topic to gain further instructor insight on the content.
7. Ensure the room is set up properly (i.e., tables and chairs are arranged to maximize interaction, projectors do not block participants' lines of sight, flip charts are convenient to you and visible to participants, etc.).

8. Test the equipment.

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**During the Training Event**

1. Arrive early. Give yourself plenty of time to get organized.

2. Circulate the Attendance Sign-in Sheet and be sure all participants sign-in.

3. Start on time and stay on track. Keep exercises within their time limits. End discussions when they cease to be productive. Lead participants away from digressions and tangents and back to the lesson.

4. If there are activities in the training, mentor participants during the activities. Walk among groups in class as they work on their activities, and answer questions and offer guidance as appropriate. Ensure participants are on track as they work. Give constructive feedback during the presentations and discussions.

5. Review Questions: Review the content of each lesson throughout the course to reinforce the learning outcomes for that lesson and to connect to upcoming material. As a general rule, review or discussion questions should be asked every 6–8 slides. Avoid YES or NO questions; use open-ended questions to draw participants into the material. Make sure all questions directly relate to and support the learning outcomes.

6. Cover the ground rules quickly with the class prior to starting the presentation.
   a. Participate fully
   b. Share responsibility for learning
   c. Listen when others talk
   d. Respect the opinions and attitudes of others
   e. Turn off cell phones

7. Lesson Outcomes: At the beginning of each lesson, review that lesson's outcomes. Make sure participants are fully aware of the topics to be addressed in the lesson. At the end of each lesson, review the outcomes once again using review questions or an activity/exercise to ensure the outcomes were met.

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**After the Training Event**

Have participants complete a Course Evaluation. Online course evaluations can be found at kwueval.com.
Add Accountability to Your Day and Make Every Minute Count

Use the time-tested success models of the 1-3-5, the 4-1-1, and time blocking, and get control of your time today!
1. Utilize the Principles of Control
2. Setting Goals with the 4-1-1
3. Maximizing Your Productivity
Prime Time
What time of the day are you most productive?

80/20 Principle
There is a pattern of predictable imbalance in life. It is called the 80/20 Principle.
Principles of Control – 80/20

TRUTH
There is a pattern of predictable imbalance in life. It is called the 80/20 Principal

20% EFFORT
The “Big Rocks”

20% EFFORT

80% RESULTS

80% RESULTS

Make more money
Time with family
More organized

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Principles of Control

Q: Why don’t more people live by the 80/20 Principle?
A: It’s counterintuitive.

Q: Why should you care about the 80/20 Principle?
A: The principle applies to all aspects of your life.
Principles of Control

The Mega Agent’s 20 percent?

The Three L’s

1. Leads
2. Listings
3. Leverage (people, systems, tools)
Principles of Control—From E to P

Higher and Higher Levels of Success

And the Cycle Plays on and on...

PURPOSEFUL STYLE
“Doing What Comes Unnaturally”
- Focus
- Strategic Options
- Models
- Systems
- Accountability

ENTREPRENEURIAL STYLE
“Doing What Comes Naturally”
- Drive
- Enthusiasm
- Intuition
- Natural Behavior
- Spontaneity

Learning-based Mastery

Training
Coaching
Consulting

THE FUNDAMENTAL CEILING OF ACHIEVEMENT

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A Workable Plan

The 4-1-1 process is a practical tool for
– Structuring your time
– Managing your activities
– Improving your productivity

To create a workable plan
– Rely on support groups
– Reward yourself
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Slide 9

Setting Goals

Work Smarter, Not Harder.

S — Specific
M — Measurable
A — Action oriented
R — Realistic
T — Time bound
Setting Goals

Eight Goal Categories for the Mega Agent

1. Leads
2. Listings
3. Contracts Written
4. Contracts Closed
5. Money
6. People
7. Systems and Tools
8. Education
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Slide 11

Accountability

• The most crucial part of goal achievement.
• Report your activities and your progress to someone else.
• Accountability always improves performance.
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Slide 12

The 4-1-1 Worksheet

Format of the Worksheet

Useful categories:
- Job goals
- Business goals
- Personal finance goals
- Personal life goals

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The 4-1-1 Worksheet

Monthly Goals: Ask yourself, “What activities must I do this month that will help me stay on track with my Big Rocks?”

<table>
<thead>
<tr>
<th>Job</th>
<th>Business</th>
<th>Personal Financial</th>
<th>Personal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>1)</td>
<td>1)</td>
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</tr>
<tr>
<td>2)</td>
<td>2)</td>
<td>2)</td>
<td>2)</td>
</tr>
</tbody>
</table>

Record your personal monthly goals and activities for your job here.

Record the key monthly business goals and activities here.

Record what you will do each month for your personal finances.

This section includes but is not limited to your monthly personal education goals and actions. Plan well. You want to burn up, not burn out!
Types of Goals on the 4-1-1

1. Annual Goals
   - Think about your Big Rocks.
   - Identify 5–7 key goals.

2. Monthly Goals
   - Break down your annual goals into monthly increments.
   - Identify 5–7 monthly goals.

3. Weekly Goals
   - Plan one week at a time.
   - Identify 6–8 key, measurable activities.
The 4-1-1 Elements

Questions to Ask Yourself

1. **What** is it that you want to accomplish?
2. **How** are you going to achieve your goals?
3. **When** are you going to accomplish these things?
Time Blocking

• Use this powerful time management tool.
• Block and protect periods of time in your day.
• Focus on your 20 percent.
• Remember the Big Rocks story.
Time Blocking

• Keys to Successful Time Blocking
  – Be purposeful.
  – Be thoughtful.
  – Be diligent.
  – Be consistent.
Time Blocking – Handling Interruptions

Telephone
– How can you apply the time blocking concept to your incoming phone calls?

People
– How should you handle drop-in visitors?
Protect Your Time – Habits to Cultivate

Just Say “No”!

1. Clarify the request.
2. Be polite and firm if you need to say “no.”
3. “No” is a complete sentence.
4. Suggest viable alternatives.
Other Habits to Cultivate

Delegate:

- Choose the right person.
- Provide clear instructions and training.
- Realize there may be a learning curve.
- Assign a deadline.
- Explain the project’s “why” and “what.”

- Allow the person to own the project.
- Establish follow-up communication.
- Be available.
- Avoid reverse delegation.
- Share the credit.
- Celebrate!
Energy Zappers

Procrastination:
• Reprogram that bad habit of procrastination into a productive habit by doing the following:
  1. Recognize it can be eliminated.
  2. Use your 4-1-1.
  3. Block your time.

Obstacles/Setbacks
• Remain flexible to deal with obstacles as they appear.
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Energy Plan

Get a jump on the world and tend to these five areas:
1. Meditate and Pray — Spiritual Energy
2. Exercise and Eat — Physical Energy
3. Hug, Kiss, and Laugh — Emotional Energy
4. Plan and Calendar — Mental Energy
5. Lead Generate — Business Energy

And do all of this by 11:00 a.m. every day!
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Slide 23

Action Plan

List at least ONE action you will take as a result of what you’ve learned.
1. _________________________________________
2. _________________________________________
3. _________________________________________

Now that we have discussed this topic, it is time to take action!

Activity:
Write down three action items you are going to do when you leave this training.
Circle the ONE action that you are going to do first.
Create your plan to accomplish this ONE action item.
Thank you for attending. I hope you have learned how important this topic is for your business.

Please complete your evaluation: go to kwueval.com to complete the evaluation.