

TIMECHAMPION

www.nickfreedman.com.au

We don't have an eternity to realise our dreams, only the time we are here.

Susan Taylor



Free time to be creative is essential, if you are serious about change.

By Nick Freedman

Time is a fascinating concept. Your life is orientated around the cyclical ebb and flow of time. What time is lunch? Where do I need to be at, by a certain time in my life? What amount of work must I complete by the end of the week? How is my life progressing, in comparison to other people of the same age ?

And yet, when you tune into each of your physical senses, of sight, sound, taste, touch and smell, time cannot be perceived or grasped by the senses. You cannot find time as a tangible thing. Rather, it is a concept, which charts the movement of physical objects through space. It also creates the idea of a past, present and future, so that all events don't happen at the same time. We need time in our lives,

and yet it can be the source of great frustration and pain; 'I don't have enough time to do what I want'; 'I'm going to miss the deadline, and that's going to be bad news'; 'I'm watching my life pass before my eyes', are all common complaints about time not working out in our favour.

With time being such an illusory concept that cannot be fully grasped through the senses, consider instead, that each minute of your day has a value of 1 dollar. So everyday starts with a fresh balance of \$1440. A week is worth over 10 grand, and a year equates to over half a million dollars. This simple idea can help make time more tangible, in order to learn how to become a champion of your time, rather than a slave to it.

The next point to understand is that everyone is given the same amount of time at the start of every day. It's one aspect of being human, which everyone has in common; no-one can buy more time. And at the end of the day, every dollar which you were given has been spent and used up. There's no bank where you can deposit your unused or spare time for a rainy day. So the questions which arise from this idea are; How are you choosing to spend your money? What is getting wasted? What is being spent wisely? What do good spending habits look like?

The purpose of the Time Champion practice is to help you learn how to manage and use your time mindfully to create a better future for yourself.



Write down all the challenges you face managing your time.

We are what we think.
With our thoughts we
make the world.

Buddha



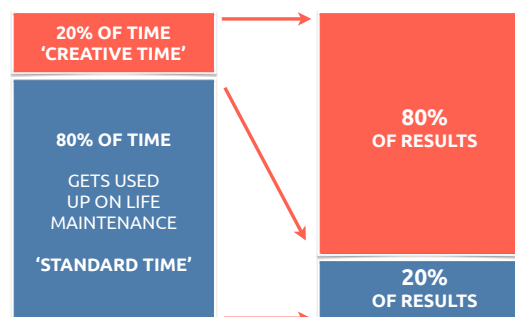
80% of the results in your life, come from 20% of the effort your apply.

In 1906 a European economist named Vilfredo Pareto, discovered that 80% of the financial wealth which existed in Italy, was owned by 20% of the people. This principle, which he suggested was then transposed into many other areas of life, where similar effects were replicated. The Pareto Principle, also known as the 80/20 Principle states that for many events, 80% of the effects, arise from only 20% of the causes. Consider your clothes for a moment, and reflect on how often you wear your favourite pair of jeans or shoes, in comparison to the rest your wardrobe. Then think about your mobile phone contacts and your frequently dialled numbers. There will be a few people (20%) you call a lot of the time, and lot of people (80%) you call rarely.

This principle, which illustrates the law of the vital few, can be useful in your journey to become a time champion. Look at the simple diagram below and you'll see that for all the effort you apply in your life, a small proportion (20%) is where the greatest results (80%) originate from. The first way you can apply this principle to create your ideal life, is to plan your time the 80/20 way.

The average person will take 9 hours sleep each night, leaving 15 hours of waking time. A large chunk of this time which you are given each day is simply going to be used up maintaining your life.

Activities such as working, travelling, eating, cleaning, caring for children and socialising all get included in what we call *standard time*. Some maybe routine maintenance tasks, others might be fun, some arduous. *What all these activities all have in common is they keep the wheels of life moving.* This *standard time*, is what constitutes the largest portion of your day, and for some people who frequently complain of having no spare time, will fill up the day. There is a simple way to apply the 80/20 principle to become more creative.



To create your ideal reality, you'll need to set aside around 20% of your waking time, which you can use to effectively plan, reflect on and generate change in your life. What this looks like is 20 hours a week, or 3 hours each day. This is called *creative time*. We define *creative time*, as follows: *Applying effort to the essential actions that will make your ideal future a reality.* These types of activities include visualisation, completing future focussed actions, journalling about the day and what you learned, meditation and anything which will close the gap between your present reality and the ideal life you are creating (defined in the *vision builder* tool).

The next principle to understand in relation to how to plan and manage your time is the effort you apply in your life to generate results. The simple matrix illustrated below, builds some useful distinctions between different types of activities you complete in life and what kind of results they give you. You'll see the vertical axis illustrates the effort that's applied and the horizontal axis shows the result you create, for the effort that's made.

HIGH EFFORT	THANKLESS STANDARD ACTIVITY	BIG CREATIVE PROJECT
	STANDARD TIME FILLERS	QUICK CREATIVE WIN
LOW EFFORT		
	SMALL RESULT	BIG RESULT

Standard time has 2 types of activities. *Standard time fillers*, which take little effort and deliver very little in return. *Thankless standard activities* take a lot of effort and also only deliver small results in life. Creative time also has 2 types of activities. The first are *big creative projects*. These take a lot of effort and deliver big results. You'll be taking on some big creative projects on your manifestor journey. The 2nd is *quick creative wins*, which take less effort and still deliver big results.

To be a time champion, you'll need to leverage the quick creative wins and also build stamina for the big creative projects. Overleaf, there's an exercise that will help you reflect on how you currently split your time between standard and creative activities.

It's important to develop clarity about how you currently schedule your time. Most people find that a large portion of their week gets filled with activities that are all about keeping the wheels of life moving (standard time). Whilst many of these actions are essential and necessary, it is also important to schedule sufficient space to take on actions that generate positive change to help you create your ideal future reality.

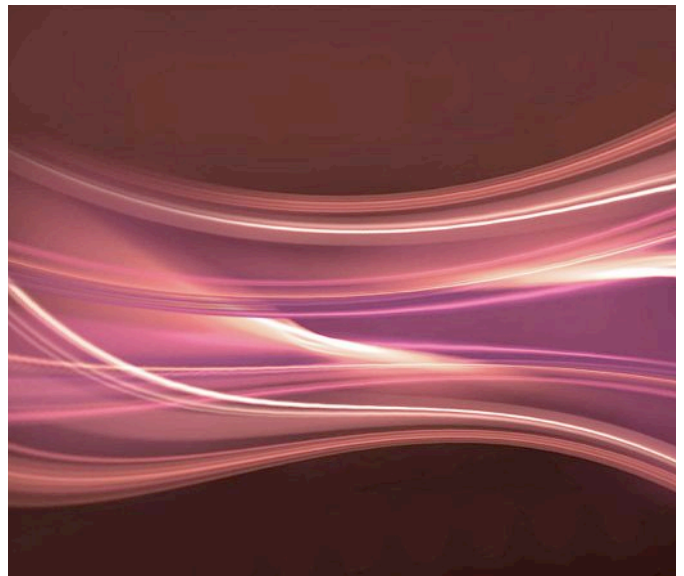
Reflect on all the things you did the week before you signed up for manifestor, both in your work and personal life (ignore time spent asleep). If you like, use the back of this page to list of them all. Then categorise and record them in the table below. When complete, roughly calculate how many hours were standard and how many were creative. What do you observe? Did you have 20 creative time hours?

‘STANDARD TIME’ ACTIVITIES LAST WEEK		‘CREATIVE TIME’ ACTIVITIES LAST WEEK	
(Activities which keep the wheels of life moving, but have zero impact on you creating a better future)		(Essential activities that help you create your ideal future)	
How many hours did you spend last week on standard activities?		How many hours did you spend last week on creative activities?	



**"Let him who would enjoy his future,
waste none of his present".**

Roger Babson



Here's some simple suggestions to help you prioritise & plan more creative time.

Finding 20 spare hours is often a challenging exercise. In the modernised world, with multiple streams of communication and the media advising you to fill your life with more, it can easily seem as though time has got the better of you. A few simple ideas & shifts of perception can help you change this.

If your life is bursting with activity and you can plan less than 5 hours of creative time, you'll find it hard to cause any kind of lasting change, as time is an essential part of the mix. There will be some events which you are saying yes to, that although maybe fun, are not aligned with you achieving your vision. If this is true for you, the phrase 'No thanks, I've got other plans' will come in handy. Saying no to more things will quickly generate the time you need to create your ideal future.

If you apply perfectionist tendencies to everything you do, you'll find that your spare time will be limited. Ask yourself what projects and activities need you to aim for the 100% and which will be ok at 80%. By letting go of the need to always be perfect, you'll generate the time to create your ideal life.

If you seem to be always doing things for other people and putting them first, this can seem noble and altruistic, but when done in excess, your own life potential is reduced. If you know you put other people before yourself most of the time, ask yourself 'what do I want for me?' The answer may take some time to uncover and when you get insights, that will help you to start focussing on your own ideal future.

If you don't keep a diary and instead like to go with the flow, you may find that your life becomes unplanned and lacking structure. If this sounds familiar, try out planning a week and see what happens. You'll probably increase your level of focus on what needs to be done to create your ideal life.

If you're still struggling, ask yourself these 2 questions: 'Is what I'm filling my time with today, more important than me living the life of my dreams?' 'In ten years time, which will have been more important, saying yes to (*insert activity*), or saying yes to causing my ideal future to become a real and present experience in my life?'

Schedule 1 hour of *creative time* for 5 days and achieve 3 quick wins each day.

The two core capabilities that need to be learned and embodied to become a time champion are to leverage quick wins daily and to build stamina for big creative projects. The 5 day challenge will help you learn how to leverage quick wins daily. There are 2 steps to complete the challenge:











- Step 1 - book one hour of creative time, every day, for 5 days.
- Step 2 - use the hour mindfully, to complete creative activities.

The first 2 quick wins, you learn on the manifestor program. The suggestion is to allocate 20 minutes to each of these activities. Meditation is a quick win, because the more you practice it, the easier you will be able to achieve results using the creative visualisation process. Journaling is a quick win

because it will help you develop the great habit of putting pen to paper, to reflect on daily experiences of life.

The third quick win is different each day. These activities have been created to help you learn that there is always time to do the important things. They each have a different flavour to them to help you have fun whilst learning the art form of leveraging quick wins daily. Use your journal for any notes you want to make for each activity.



	Quick Win 1 20 minutes	Quick Win 2 20 minutes	Quick Win 3 20 minutes
Day 1	 MEDITATE	 JOURNAL	Make a list of the top 10 suggestions you'd give your great grandchildren about how to live a soulful life.
Day 2	 MEDITATE	 JOURNAL	Do something you've never done before that you're afraid of.
Day 3	 MEDITATE	 JOURNAL	Write a newspaper story about what you have manifested in your life, 5 years from today.
Day 4	 MEDITATE	 JOURNAL	Complete a random act of kindness for someone you don't know all that well.
Day 5	 MEDITATE	 JOURNAL	Have a conversation with a good friend about what you've learned about yourself by taking the 5 day challenge.

Work your way up to scheduling 20 hours of creative time every week.

With the 5 day challenge complete, you're now ready to start increasing the amount of time you schedule and use for creative activities. It is a rare person who can shift time habits overnight, so we've made the journey easier by suggesting an increase of creative time each week, for 4 weeks.

By planning 5 extra hours of creative time each week, after a month you'll be using the 80/20 principle to manage your life. The diagram below shows you how to increase the number of hours each week until you reach 20. Also included in the time champion tool, on the next 4 pages are blank weekly schedules, should you like to plan this way. Most people these days utilise electronic calendars, so don't feel you need to use these pages if you have a time planning system that works well for you already.

WEEK	1	2	3	4
HOURS OF CREATIVE TIME	5	10	15	20

On average, we spend between 40 and 50 hours at work each week. And often it is the demands of work commitments that stand in the way of living the life you want. As such, it is important to develop strong habits in how you manage yourself in the workplace, to enable you to leave on time and focus on creating your ideal future life. The following are some suggestions of how you can work effectively whilst at work:

- Put boundaries around creative time.
- Say no more often.
- Build focussing capacity through meditation.
- For perfectionists, know when 80% will do.
- For serial helpers, ask 'what do I want?'
- Organise your week with a diary.
- Finish what you start (small, quick tasks).
- Master the art of delegation.
- Turn off email / phone app notifications.
- Limit social media time to parts of the day.
- Listen to what others are saying.
- Reflect on what works for you, then do it.
- Do it now. Don't wait.
- Balance high activity with periods of rest.

Time is free, but it's priceless. You can't own it, but you can use it. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.

Harvey Mackay



Week 2 - schedule 10 hours of *creative time* in the next week of your life.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am							
1am - 2am							
2am - 3am							
3am - 4am							
4am - 5am							
5am - 6am							
6am - 7am							
7am - 8am							
8am - 9am							
9am - 10am							
10am - 11am							
11am - Midday							
Midday - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							
6pm - 7pm							
7pm - 8pm							
8pm - 9pm							
9pm - 10pm							
10pm - 11pm							
11pm - 12pm							

Week 3 - schedule 15 hours of *creative time* in the next week of your life.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am							
1am - 2am							
2am - 3am							
3am - 4am							
4am - 5am							
5am - 6am							
6am - 7am							
7am - 8am							
8am - 9am							
9am - 10am							
10am - 11am							
11am - Midday							
Midday - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							
6pm - 7pm							
7pm - 8pm							
8pm - 9pm							
9pm - 10pm							
10pm - 11pm							
11pm - 12pm							

Week 4 - schedule 20 hours of *creative time* in the next week of your life.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am							
1am - 2am							
2am - 3am							
3am - 4am							
4am - 5am							
5am - 6am							
6am - 7am							
7am - 8am							
8am - 9am							
9am - 10am							
10am - 11am							
11am - Midday							
Midday - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm - 6pm							
6pm - 7pm							
7pm - 8pm							
8pm - 9pm							
9pm - 10pm							
10pm - 11pm							
11pm - 12pm							

Here's a typical week, of someone who is focussed on creating their ideal future.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
1am - 2am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
2am - 3am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
3am - 4am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
4am - 5am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
5am - 6am	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
6am - 7am	Creative Time	Creative Time	Creative Time	Creative Time	Creative Time	Standard Time	Standard Time
7am - 8am	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time
8am - 9am	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time
9am - 10am	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time	Standard Time
10am - 11am	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time	Standard Time
11am - Midday	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time	Standard Time
Midday - 1pm	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time	Standard Time
1pm - 2pm	Standard Time	Creative Time	Standard Time	Creative Time	Standard Time	Standard Time	Standard Time
2pm - 3pm	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time
3pm - 4pm	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time
4pm - 5pm	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time
5pm - 6pm	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Standard Time	Creative Time
6pm - 7pm	Standard Time	Standard Time	Creative Time	Standard Time	Standard Time	Standard Time	Standard Time
7pm - 8pm	Creative Time	Creative Time	Creative Time	Creative Time	Standard Time	Standard Time	Standard Time
8pm - 9pm	Standard Time	Standard Time	Creative Time	Standard Time	Standard Time	Standard Time	Standard Time
9pm - 10pm	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
10pm - 11pm	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
11pm - 12pm	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep

TIMEINQUIRY

Reflect on these questions once a week, for 4 weeks to raise your time awareness and develop positive time habits.

What have I learned this week about my time habits?

What did I do this week to generate more creative time?

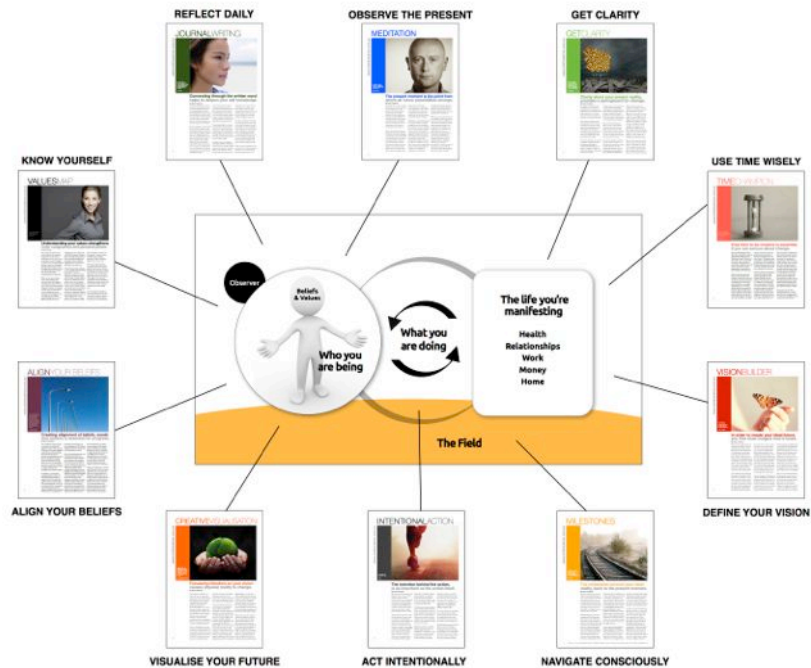
How did I lose time, by being ineffective in some way?

What habit will I change to avoid this happening again?

What bottlenecks are on the horizon that will eat up my time?

What will I do to mitigate, or reduce the impact of them?

Your Manifestor Journey



Manifestor helps you play life bigger, by teaching you the skills needed to turn the vision of your ideal life into a physical manifest reality. This tool is one of 10, that makes up the complete learning journey.



Social Learning Gym

If you like to study in a social environment with others, the social learning gym is worth exploring. Spanning across 4 weeks, you'll join other manifestors in a weekly online workshop, as well as getting 1-to-1 mentoring from Nick. You can join the public program, or book Nick directly to facilitate a learning gym for you and 8-10 of your friends, (you find a venue, then we work together with our video technology).

Visit www.manifestor.tv or email clarity@nickfreedman.com.au to find out more.



About Nick Freedman

Since 2002, Nick Freedman has been designing and facilitating programs which have helped 1000s to transform their lives and businesses from the inside out. His clients include organisations like Salesforce, Yahoo, Westpac, AoL, Ronald McDonald House & Coca-Cola, as well as 100s of SMEs & not-for-profits.

To gain more insight into Nick and the inspiration behind why he built the manifestor program, watch his TEDx talk "10 questions I asked the ocean" at www.nickfreedman.com.au

