

Tired of discovering how quickly your time slips away?

Making Your Time Work for You

A hands-on workbook for your success

**Edie Pereira Hulbert
Master Certified Coach**

**E.R.E. Professional Coaching, Inc.
Rochester, NY**

**www.coachandspeaker.com
edie@coachandspeaker.com**

585-529-5204

Proven time management that works!



Edie Pereira Hulbert, MCC
PROFESSIONAL COACH

Making Your Time Work for You

I have been working with this time system for many years. My Coach, Jeff Raim, introduced me to this program and it is with his blessing that I give you my interpretation of his work. It has worked very well for me and I hope you have the same experience.

I am excited to share this material with you. Please read the following as I will be asking you to take steps to implement it in your life. It is a three-year process. This means that if you apply these principles throughout the next three years, you will have a completely new personal foundation, which will definitely give you an effortless lifestyle.

In order for this to work, you must realize that you have unique talents and gifts. When you apply these talents, you discover the path to your inner wisdom.

- ¾ You are no longer willing to struggle.
- ¾ You understand what it is to get out of your own way.

There is no right way and there may be multiple paths. It is important for you to work with someone who "sings your music", relates to you, and will support you on your path. You will spend time looking at how you created the life you have. During this time, you will begin to peel away the layers, identify the habits, expand awareness and identify your purpose.

Effortless and fun will become an integral part of your life with the use of this system.

Have fun and commit yourself to this new way of life. It REALLY works!!

Let's get started!

Warmly,

Edie

Edie

Step 1: Vision

Having a strong vision creates the excitement you need to get going. Create a vision that is flexible and unencumbered. Paint a picture and remain detached from its outcome. Think about this in terms of a three-year time frame.

Ask yourself:

If I only made money from one thing, what would it be?

If I got all my joy from one thing, what would it be?

Who am I going to be at the beginning of the third year?

What will my environment look like?

In answering these questions, you will need to ascertain:

How much money do I want? (savings, income)

How will I allocate my time?

What quality of relationships do I want? (loved ones, clients, referrals, centers of influence, etc.)

What will my health look like? (exercise, diet, meditation, etc.)

How many Spirit, Buffer and Work Days will I have?

You are trying to paint a picture. It is very important to be committed to your truth, not your outcome. Having a vision brings you the gift of focus. If you have a direction, and you focus on implementing the habits, which will get you there, then you are sure to achieve your dreams.

While you work on your vision, don't fall into the trap of believing that you will be happy when you achieve everything. Instead, be happy in order to achieve the vision.

Destiny Map

Have fun creating a Destiny Map/Dream Board for yourself. A destiny map is a pictorial representation of the places, people and things you would like to have in your life. You create this map by collecting pictures and sayings from magazines, books and the like.

Katherine Ponder says in her book, *Open Your Mind to Prosperity*, that "the picturing power of the mind is one of the oldest devices known to man for getting what he wants." Instead of fighting problems, picture your way out of them. The picturing power of the mind turns your thinking from, "I cannot have this" or "It will never happen to me", to hope belief and finally to mental acceptance that "it can happen to me".

Generalities do not produce results because they lack substance and power. Vague hope and indefinite goals are not convincing to the mind, whereas a clear-cut picture of the good you want activates people, places and events to cooperate with your pictured desires.

Here are some suggestions from the same book:

First: Keep quiet about your pictures. Do not discuss them or try to convince others to try this method. The words secret and sacred have the same root meaning. What is sacred should be secret.

Second: Use big, colorful poster boards, if you want big, beautiful, colorful results in your life.

Third: Use definite colors for definite results desired. According to the ancient science of color, you should use:

$\frac{3}{4}$ Green or gold poster boards for financial, job and career success

$\frac{3}{4}$ Yellow or white for increased spiritual understanding

- ¾ Blue for intellectual accomplishments
- ¾ Orange or bright yellow for health, energy, and vitality
- ¾ Pink, rose, or warm red for love, harmony, and marriage happiness in human relationships.

Color is important because color impresses the subconscious mind much faster than black and white can.

Fourth: Use colored pictures.

Fifth: Do not clutter your board, unless you want cluttered results. Make several boards for various phases of your life.

Sixth: On your financial poster board, put money, not just things you want. Otherwise you may get the things, along with indebtedness! (You can use "play money" or checks.)

Seventh: Place a spiritual symbol on your poster board, such as a picture of the Bible. This gives your desires a spiritual protection, and opens the way for what you have pictured (or something better) to come to you.

Eighth: View your map every day, preferably just before sleeping. The more often you view your pictured desires, the quicker results will come.

Use your Destiny Map as part of your meditation process. This is not an exercise in being attached to a specific outcome but rather an opportunity to get in touch with the emotions you would feel if you had all of it already.

How would you BE, what would you do, if all of this were already true???

Step 2: Organizing time & Effort

It will take you one year to get this system down and three years to fully integrate. You will:

- $\frac{3}{4}$ apply one new habit each month
- $\frac{3}{4}$ organize time to maximize Spirit
- $\frac{3}{4}$ balance intuition with intellect using your unique talent and gift,

It is important to note that working longer and harder will actually be counter-productive to your growth from here on out. You must clear out and let go of all the "stuff" in your life and devote more time to "spirit" endeavors. Spirit endeavors are those things that allow you to connect to the flow of the universe, hear your inner voice, and develop your intuitive skills. Your greatest gift is within and your greatest success will come when you can integrate it with your external environment.

Spirit Days

Spirit days equal 24 hours with no work-based functions. During these 24 hours, you will disconnect from attachment. It is not what you do during this time but where you come from when you are doing it. (i.e. adrenalin-based or spirit-based)

During Spirit time, you reconnect with your gifts, detox your systems, connect with your creative zone. How many Spirit days will you have three years from now?

The more spirit days you can incorporate into your lifestyle, the more breakthroughs you will have.

Most of us struggle with the challenge that we must work less in order to accomplish more, but that is the truth and it does require trust to implement.

Remember that spirit time is not a reward but an actual part of your schedule. It is an integral part of your week and your business. The better you get at your schedule, the better you will be with spirit time.

This time keeps you connected with the flow of ideas you need to make your life effortless. Consider it a pipeline to the Infinite. When you designate your spirit days as your highest priority, you manifest from a foundation of love instead of fear. The fear generated by survival becomes secondary to fulfilling your vision. The more effective you are at processing love instead of fear, the more effective you will be at recognizing your message and, therefore, your goals will manifest effortlessly.

Spirit Days are when we rejuvenate our creativity and ourselves. The goal is not for you to be overly concerned about the organization of your days, but to stay with the flow. When you spend several spirit days isolated from your normal interruptions, you give yourself more space to grow and learn in that environment. When you concentrate your work days, you become more productive because you learn to utilize more of the energy and information that is available to you at that time.

Buffer Days

Buffer Days are days in which you handle your appointments with potential clients, do research, look to delegate tasks and run errands.

During buffer days, you handle everything which does not fit in Spirit and Work days. You can have both Work Buffer days and Personal Buffer days. In the beginning you may need to give yourself more buffer days than work or spirit. This is fine until you get yourself organized.

When I first used this process, it took me 30 to 45 days to reprogram my habits to live by the new process. Once I got it, the flow began.

The first year of your strategic plan will primarily be filled with buffer days.

Your time will be dedicated to cleanup and practice. Before you can move forward you need to clean up the messes you created in the past. When you clean up your tolerations, you will find big bursts of energy.

The six main areas to clean up are:

- ¾ **Health & Fitness**: You will first need to make a comprehensive evaluation of your well-being and then identify those habits you want to change, add or delete from your lifestyle.
- ¾ **Financial Affairs**: As you plan your goals, you want to include a plan for producing guaranteed savings, debt reduction, investments, a six-month reserve, increasing your income from all sources(job, investments, etc.) and creating a measurement system (budget).
- ¾ **Relationships**: It will amaze you how much energy and focus you are losing in relationships with key people in your life. These relationships could be personal or business, but they need to be cleaned up. You may find some resistance in this area. Remember that this is a place where you will reclaim your energy.
- ¾ **Environment**: Your environment needs to be designed for your specific needs. Make it beautiful, comfortable, orderly, efficient, joyful, etc.
- ¾ **Personal structure**: This is the system you use to organize yourself and your life. This includes everything from support staff to how you handle your personal errands.
- ¾ **Legal Matters**: Make sure you have all contracts in place that help give you a sense of security.

The second year, your buff plan will focus on delegation. You will be looking at delegating in the following areas:

- ¾ Administrative opportunities
- ¾ Routine events: maintenance, research, order taking
- ¾ Bookkeeping: accounting, scheduling, project coordination

You want to delegate the things that do not fit your strategic profile, meaning if they don't bring you joy or do not directly bring you money, it gets outsourced.

Your outcome in delegating is to take tasks that do not fit in your work days and give them to individuals for which they do fit their strategic

profile. You want to give administrative details to someone who is good at and loves doing those things (perhaps a Virtual Assistant). Don't make the common mistake of trying to sell someone on a job. Make the investment up front by using good employment evaluation tools before deciding to whom you will delegate your tasks.

Year three in your strategic plan will see your buffer days occupied with adding new capabilities and following up on your results. Your momentum will start to outstrip the gains in productivity you have created by cleaning up old messes and delegating tasks to your existing structure. You will be utilizing buffer days for the following:

- $\frac{3}{4}$ Getting new skilled people.
- $\frac{3}{4}$ Evaluating and investing in new technology.
- $\frac{3}{4}$ Adding new knowledge.
- $\frac{3}{4}$ Adding new skills.
- $\frac{3}{4}$ Adding new strategic relationships.
- $\frac{3}{4}$ Looking at new products or services for your current client base.
- $\frac{3}{4}$ Looking at new markets.

Work Days

Work days are 10 -12 hours with 80% of the time spent on our strategic profile. Your strategic profile equals the people in the Harvest & Seedling Clubs as well as your Centers of Influence. What are the top 1 - 5 ways which bring you money and joy?

- | |
|--|
| <ol style="list-style-type: none">1.2.3.4.5. |
|--|

Concentrate your time on these and you enter the zone which makes your living effortless.

Ask the following questions:

What do I need to do to prepare myself and other people so that I can be really productive on this day?

Where's my time best spent?

What's the most important thing I can do right now?

During work days, you do not handle interruptions. There are, no errands, no lunches, etc.

The relationships you develop and harvest will be the sources of all your future success. The universe primarily uses people to bring you the message or opportunity that will support you in taking the path of least effort. The key to being open to those messages is being open to the messenger. You must do your own internal work so that you can always come from love and avoid the two biggest blocks to receiving your messages: ***judgment and attachment.***

Anytime you judge someone, you identify them as being separate from you and, therefore, break your connection to the flow. When you create an attachment to someone performing in any way, you put yourself ahead of the universe, once again breaking the connection.

Coming from love creates an open two-way channel between individuals. When you transmit pure love (energy) without judgment/attachment, you have a much more powerful vehicle to ride

in. In order to transmit pure energy, you must drop your defenses and create the opportunity to receive the gift with maximum affect.

When you have this two-way connection established, not only do you receive the messages that are meant for each other, but you create opportunities to add your specific talent or value to the universe through the other person. When you help someone by utilizing your uniqueness, you are using them as a vehicle to add value to the universe, which also adds value to your flow.

Money is just like water in that it needs to flow and always seeks its own source. As you create value for others, part of that will return directly from the individual in the form of money and part of it will seek to return to its source by other routes.

Sometimes relationships return the flow by referrals. They become centers of influence. The steps to getting referrals are so simple that you probably think you don't have to do them. Revisit these steps and contemplate how they affect your referrals.

$\frac{3}{4}$ Show up on time. (An adrenaline addiction can really hamper this step.)

$\frac{3}{4}$ Do what you say you will do.

$\frac{3}{4}$ Underpromise and overdeliver.

$\frac{3}{4}$ Give acknowledgments.

$\frac{3}{4}$ Make it easy for people to refer to you.

Once you understand that, you will generate all your income from relationships. You now need to start determining which relationships you need to focus on, and which are manifestations of old karma. It is helpful to start with a linear prospective by identifying which relationships you think will be the most prosperous in the next 90 days. We call this your Harvest Club, because the relationships are in the season of harvesting the benefits.

My Harvest Club members:

Your Harvest Club gives you the sustenance you need to proceed and provides the security for you to work with the Seedling Club.

The Seedling Club is those relationships that you don't anticipate will be generating immediate resources for you in the next 90 days, but will be valuable to harvest sometime in the future. Your centers of influence also need to be identified although they may not be providing you with immediate resources.

My Seedling Club members:

These relationships are the focus of your Work days. Eighty percent of your time is allocated to working and performing tasks for those members. If anything or anybody cancels out on a work day, you go straight to these clubs and fill in the time by creating value for their members.

Once you have set the number of Spirit, Work and Buffer days, block them out for the next 90 days. One way to do this is to take a highlighter and label the type of day on your planner.

For example, spell out "Work" on Monday, Tuesday, Wednesday; "Buff" on Thursday & Friday and "Spirit" on Saturday and Sunday. You can change the type of day at any time, but if you shift a Spirit day, be sure to make it up somewhere in the quarter.

Step3: Stay in the Present and Identify A Habit Per Month

It is important for you to stay centered in the present. Being in the Now is very important to maintaining balance in our lives. The questions, "***What is the most important thing I can do right now?***" will assist you in this process.

When we concentrate on today, we don't get attached to things being a certain way in the future. It also brings in an element of trust Which is not found otherwise. Trust that it **will** all work out. Trust that you will be provided for. Trust that you are in the flow. Flow means that you are flexible. Flexibility becomes your power.

During the three-year process, you will be asked to choose a habit a month. Choose a habit which will take you in the direction of your vision. You can also turn the habit into a theme. Make it fun and doable.

Remember that it takes 21 days to incorporate a new habit into your life. With each new month, you will all a new way of operating into your subconscious and thus build a whole new personal foundation in the 36 months of this system.

Hiring a coach is a great way to implement this time system and create changes in your life! For a complimentary half-hour consultation, contact me at edie@coachandspeaker.com

**or
call 585-529-5204 today!**