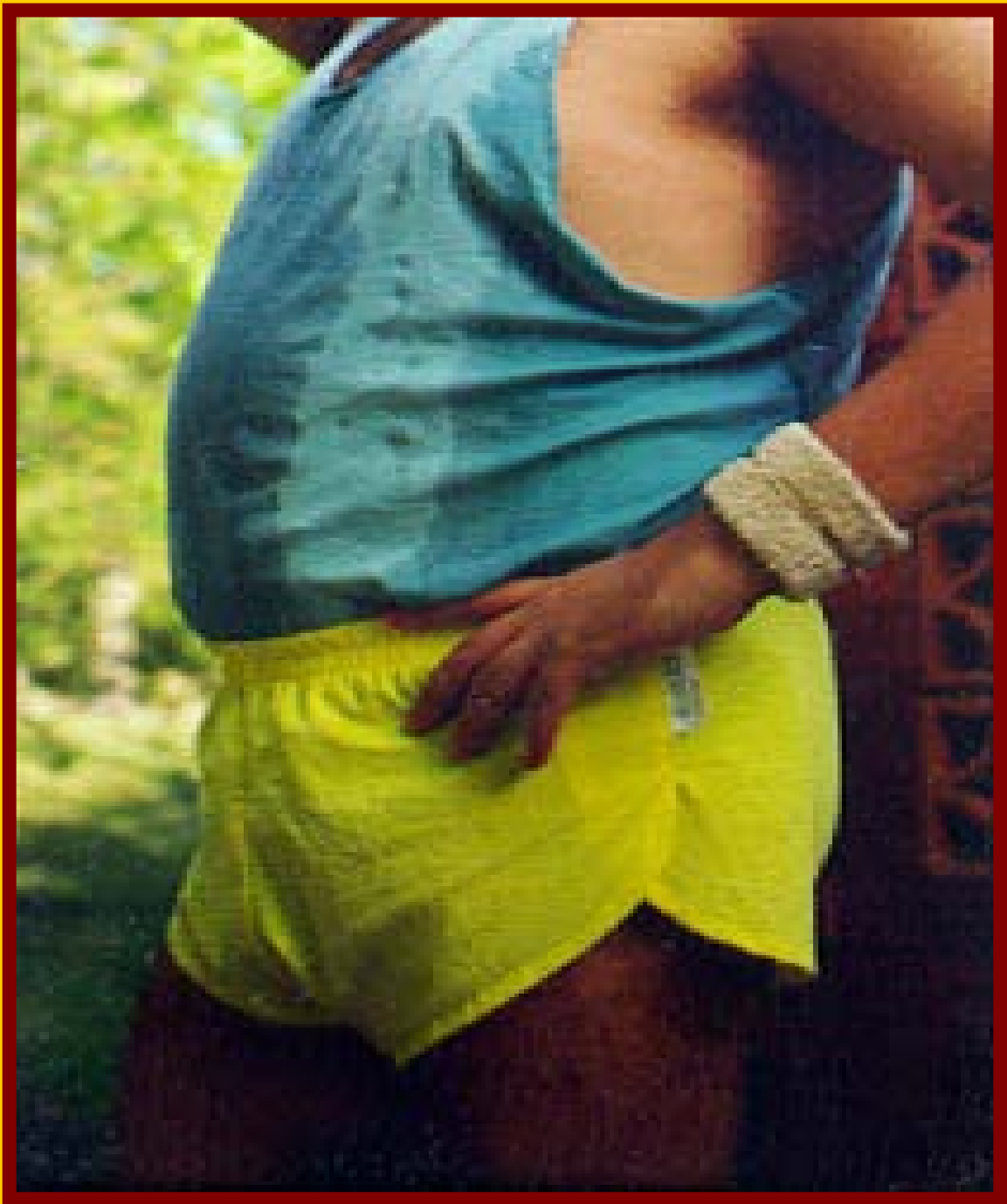
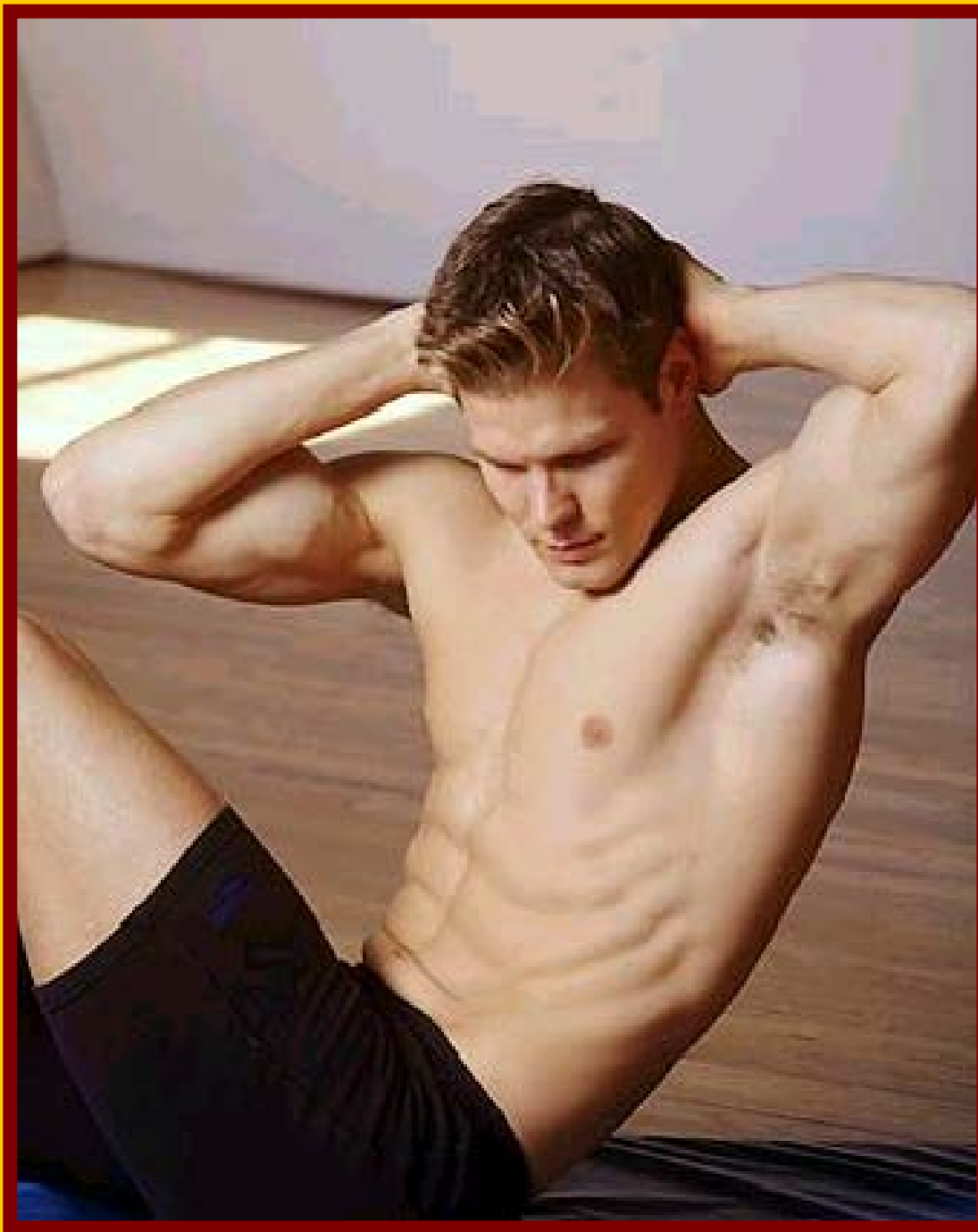


# How to Create Time!











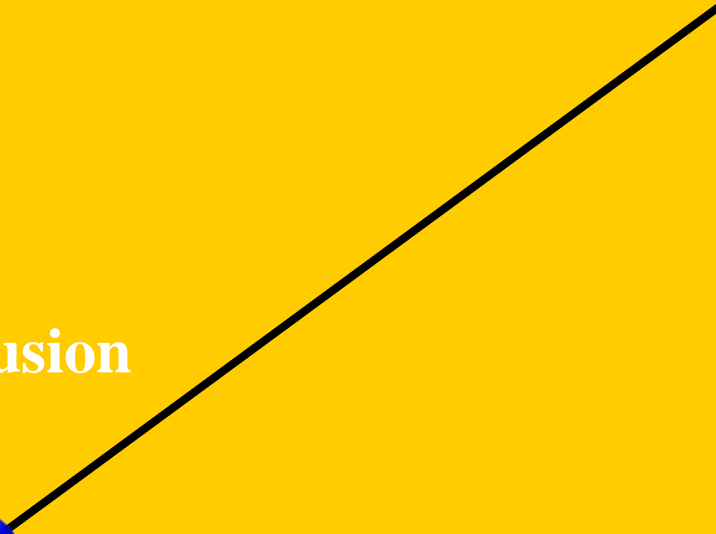


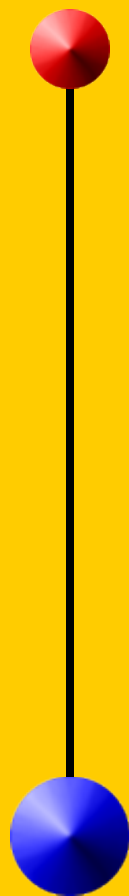




**Illusion**

**Delusion**





**Stress is NOT the problem**

The problem is Lack of  
Recovery!

# Go Zone.

1. Time based plan..do the hard things.
2. Focus on the next thing, the next task, the next call. Keep going, don't get distracted. Go until the buzzer sounds!
1. Review and plan your next Go Zone



# Slow Zone.

1. Answer emails, complete routine tasks, fill in forms.
2. Plan tomorrow's Go Zone, organise correct numbers..other routine work.
1. Productive but non stressful..no big decisions are made here.



# No Zone.

1. Get out of your office. Switch off your phone.
2. No work, no thinking about work.
3. Refresh, recover and do something for YOU!



# Personal Success Factors

**B**

⊕ **Boundaries**

**A**

⊕ **Acceptance**

**S**

⊕ **Self Confidence**

**I**

⊕ **Invest in You**

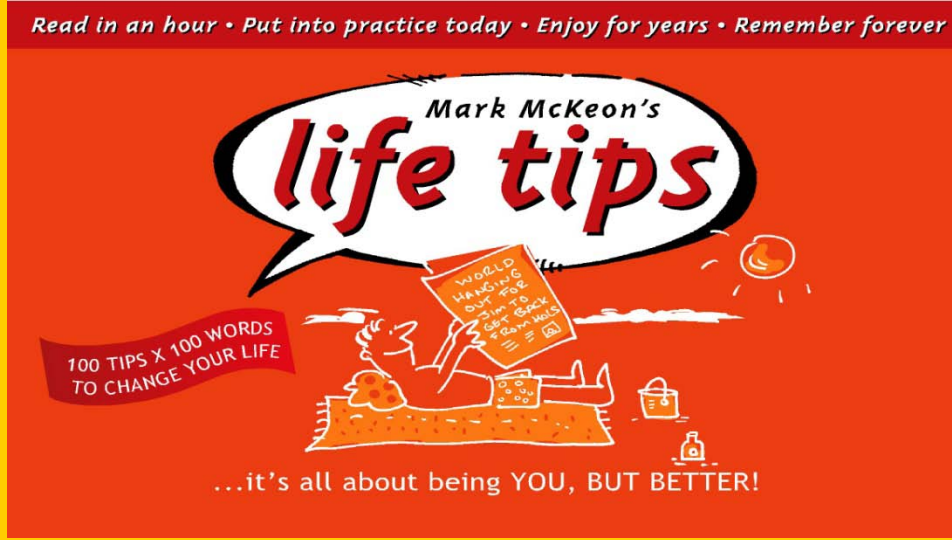
**C**

⊕ **Consistency**

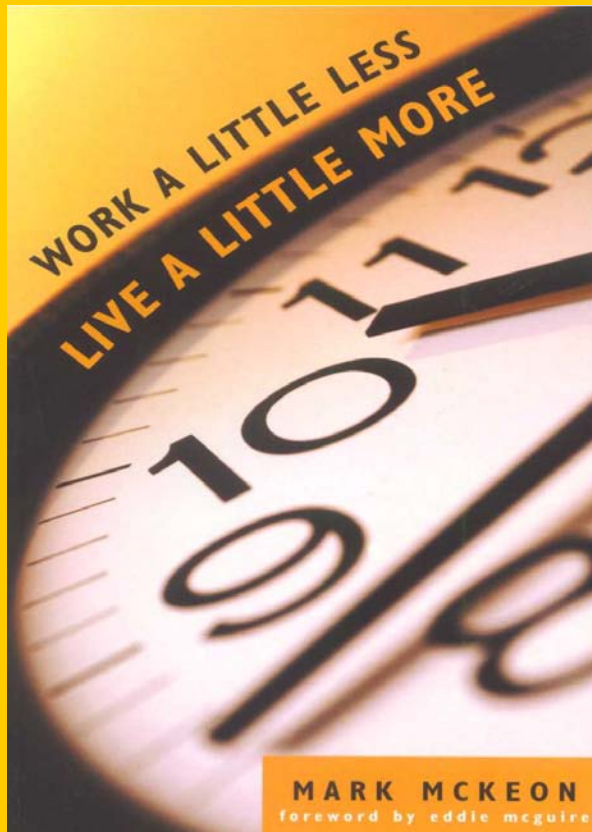
# How confident is your partner?

- ⊕ Please start by showing interest but after 10 –15 seconds:
- ⊕ Look Bored
- ⊕ Be Apathetic
- ⊕ Check your watch
- ⊕ Yawn
- ⊕ Lose eye contact

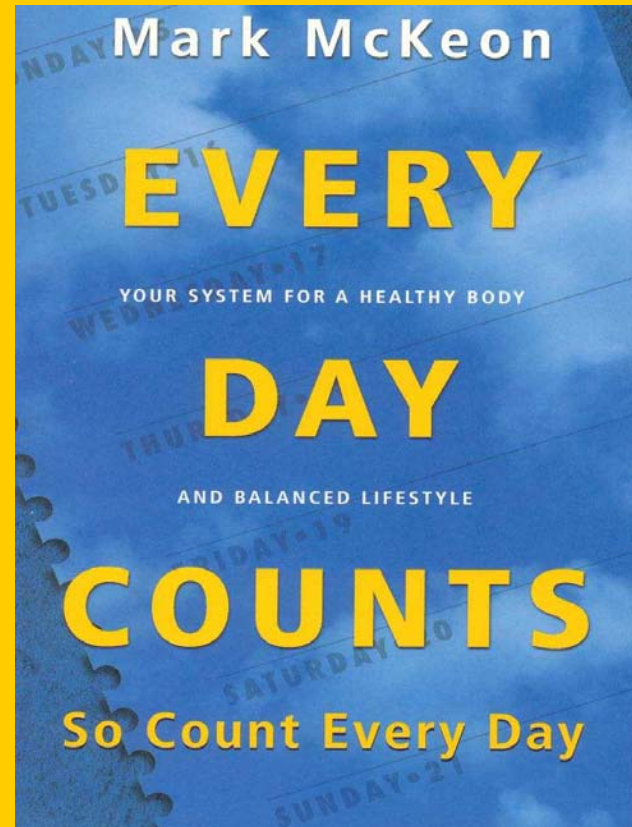
Read in an hour • Put into practice today • Enjoy for years • Remember forever



Life  
Wellbeing  
Motivation



Time  
BASIC  
Change



Exercise  
Nutrition  
Stress

**Never underestimate  
the impact you have  
on other  
people**

# The Essence of Mental Toughness

- ⊕ Concentration?
  - ⊕ Self belief?
  - ⊕ Determination?
- ⊕ “The ability to focus only on the very next thing, the thing that’s right in front of you.”  
Justin Langer