

Module 5

Recommended Further Reading: More Secrets and Strategies for Success

Hello, everyone. Welcome back. We're moving into Module 5, our final module. This is Recommended Further Reading, More Secrets and Strategies for Success.

These are all books I've found very useful. This is entirely optional, depending on what you are, in your own life, most struggling with, time-management-wise. There might be a resource in here that can help.

Now, I'm not affiliated with any of these folks or their books. I just personally found them very useful and thought you might as well.

First one is *Simplify Your Work Life* by Elaine St. James. This book is a little bit older, I believe it was written sometime in the 1990s. Some of the technology that she talks about isn't really where we are now, but the underlying principles she talks about are very, very applicable and timeless.

There's a great chapter about her having this great big project at work. She decided the best way to approach it was to just ease into it, and think about how to approach it. She had this sort of decadent day. All that time, the project is simmering there on the back burner, and then she sits down, does it, and it's accomplished.

I thought that was a great lesson, that sort of when you slow down, the world sometimes slows down with you, and all the time you need expands. That's a great lesson, and again, I enjoy her style of writing, so this is a good one. Just some little tricks to help you out with your work life.

The Power of Full Engagement, this is an interesting one. It talks about how to manage your own energy levels. Also, the personal narrative that you tell yourself about how to succeed, and where you want to go. These authors have worked with a lot of athletes. So it's interesting how they correlate athletic performance with business achievement. Again, interesting read.

Eat That Frog! This is Brian Tracy, who I mentioned at the beginning of the course. The full title is *Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*. The title of the book comes from, as we talked about earlier, the fact that you should do your big important tasks in the morning.

He says, and I think he's right, if your task for the day is to eat a live frog, you want to get that done as soon as possible. Get it out of the way. After that, everything that happens in your day is going to be a step up. It's kind of a fun, quick read. Little tips and tricks on how to get things done.

Getting Things Done. This is kind of a manifesto, almost, a structure of how to set up your whole life, to really move things through in an efficient fashion. If you do read this book, you'll see that I took a lot of what I've already taught you from David Allen's teachings. I haven't adopted all of it.

He's got this great big-picture strategy, from looking at your life from a great distance – your big goals – to the nitty-gritty of getting things done and being organized every single day. Great book.

Two from Julie Morgenstern, *Time Management From the Inside Out* and *Never Check Email In the Morning*. These are both pretty self-explanatory, just from the titles. Again, a very smart lady – a lot of good tips and tricks, especially if you find you have a lot of trouble keeping away from email in the morning. Read the book, and that will really help.

The Life-Changing Magic of Tidying Up. You might have heard of this book; I think it's been on the best-seller list for a while. This isn't really time management so much as about de-cluttering your life. What I found, for me, was de-cluttering the space around you definitely gives you both more time, actual time, hours in the day, and also just more energy to get things done.

This book was written by Marie Kondo, and she's kind of an odd duck in some ways. But she's adorable, though. It's one of those things that I don't know if I agree with everything she says, but there are a lot of really useful strategies in here. Especially if you find yourself feeling oppressed by your clutter, I think it's a very good book.

168 Hours and *I Know How She Does It* by Laura Vanderkam. Laura Vanderkam is a very smart lady. Princeton graduate, I think, and a mother of four who runs a six-figure business from her house. This is a lady who clearly knows something about getting things done and setting priorities.

One hundred sixty-eight hours is the amount of hours we all have in a week. *I Know How She Does It* is specifically about when you look at a woman who seems like she's juggling work, she's juggling a family, I don't know how she gets it all done. Laura is saying, "I know how she does it."

What I love about both of these books is that they're very empowering, and that she breaks time down every week to show us that we really have more time than we think we do. A lot of the time, when we're saying "I don't have the time for that, I couldn't possibly fit that in," we really *could* – we just *don't*. Both of these help you explore the limits of what's really possible with your time.

I Know How She Does It also looks at those terrible days when absolutely everything goes wrong. Those are not the typical days, and we can't base our life decisions around this one horrible day when you think, "I just can't do it all." Those are the exception, and careful planning can help minimize those "Everything is on fire" days in our lives.

I just find her writing style very engaging. She's got a lot of real-life examples from real-life people, in a whole bunch of different areas. Two interesting reads.

I'll leave you with this: *The One Thing*. This is a great book. Essentially, they're saying, these two authors, that what you need to do is boil down. This is a good one if you're having trouble with

“What are my big goals? What do I really, really want to do?” You boil it down, and boil it down, and you’ll ultimately get to this one thing.

They say you really need to focus on this: “What’s the one thing I can do, such that by doing it, everything else will be easier or unnecessary? Until that one thing is done, everything else is a distraction.” It’s a very minimalist, essentialist way to look at your time management, which I personally love because sometimes you feel like “I’ve got all these goals and this stuff I want to do, and I don’t know where to start.”

They have this great strategy for boiling it down to the meat of one thing – what’s the one thing I’ll do *right now*. I think that’s something all of us sometimes need a little reminding of – both the importance of doing it, and how to do it.

So that is our course. Thank you so much for joining me for this course and for hanging in through the very end. Again, I’ve been so excited to present this to you.

I would love your feedback, if you want to email me at any point. Let me know what you’ve liked, what you didn’t like, if we release another version, if you have any questions about how to implement anything. I’m here as a resource for you. Thanks so much for joining us, and I hope to catch you again soon. Take care.