



10 Tips to Time Slicing

Just recently during a one on one personal coaching sessions my client asked me to help them with - Goal Setting and Time management. I told them there are many levels to understanding and becoming good at time management – and if we equated it to martial arts I would compare it going from white belt to black belt. Throughout the years during my classes I have stressed a few important reasons as to why people fail at becoming Black Belt time managers and goal setting experts. As we know it is better in most cases to be positive and not negative but in this case I think failure is an vital part of the successful time management lesson.

For example: The steps I see people take are simple a person normally sets out to accomplish a specific task, they set their goal and plan to go to work on it. Unfortunately most people fail long before they get started. Being unprepared is usually the demise of the person seeking to achieve the goal from the start. During my Time Management Classes I use the example of losing weight. A person may desire weight loss, even to the point that it is vital to their health that they achieve it. Yet they fail. To those that are not overweight we may see this as a simple task, stop eating, cut back and exercise. That type of reasoning is the very reason why people fail at this task. It is easier said than done. For example the first step is the decision, but everything else after that has to be carefully thought out and then executed. Most failure comes in the execution.

Here are 10 tips to helping you achieve amazing results and in the end training yourself to be the best time manager ever.

- 1) Decide on the task and be 100% fully committed to accomplishing what you chose.
- 2) Develop a MAP – Massive Action Plan – take the time to look at all the ingredients it is going to take to make this happen.
- 3) Carefully plan out each step. RE: How will you replace bad habits with good ones?
- 4) Make sure you have all the tools you need to succeed in order to achieve the final result. RE: Don't go into the task saying I will become rich and continue to do everything exactly the same as you have in the past.
- 5) Seek help if you can't figure out what to do. Find someone who is better then you at this. Maybe seek the help of a personal Coach – someone who has experience doing this. Then do what they say.
- 6) Monitor your results every step of the way, and re adjust if necessary as you progress. In other words not everything is going to go exactly according to plan. So you need to make minor corrections.
- 7) Remember the definition of insanity – is doing the same thing over and over expecting different results. If it doesn't work, don't keep trying. Find the reason and correct the issue, then move on.

- 8) Find someone or something that can hold you accountable. The someone can be a friend, spouse, sibling etc. Tell them what you are trying to achieve and ask them to check in on you. Hold your self to the task. Tools used may be a software program a white board with the goal clearly written on it.
- 9) Make sure you are absolutely positive, this task is in your line of capability or expertise. Don't set goals of finding the cure for cancer if you have no business trying. Make sure the task is achievable. If not delegate and find someone who is better at this than you. You may want to delegate portions if possible.
- 10) Last but not least – Always check in – meaning don't just set the goal, put it on a piece of paper and never set out to achieve it. You must make this a part of your day to day tasks. Set a clear start date and end date in which you plan on having achieved this goal. Then have a half way point to assess your progress. Be honest with yourself and make sure you document your successes and struggles.

Allie Alberigo is a father, martial artist and instructor a business coach and consultant, public speaker and a life coach. You can email Allie at shihan@lininja.com. Or you can simply call him anytime at 631 321-5432. If you want to take your life to the next level, Kyoshi Allie is doing personal and business coaching for a variety of people.