

**I HAVE NO TIME TO.....**

To get everything done, I mean to get ANYTHING done. Sound familiar? You show up at 6A.M. get a few things done but by 730 it starts slipping away and away and by the time you leave at 7 PM, you really cannot put your finger on even ONE thing you got done in the last 11 hours or so. You think you are organized but it doesn't really matter no matter what you do you cannot "get it together" .....



**John Gregory Vincent**  
"The Turnover Terminator"

**The KEY is controlling interruptions!**

The reason you do get things done a 6AM or 8PM is because you are not getting interrupted constantly. In an average day the average person is interrupted every 7 minutes. The interruption lasts 2 minutes and it takes the brain 2 more minutes to focus again. You are 3 minutes away from your next interruption!!! Hundreds of people are now using the tips below to help them OWN their time again.

This is right out of my speech and related workshop..

**"If you don't believe you can own your time, you NEVER will"**

#1 - STOP answering every call and immediately responding to every email!! I'll wait while you get over the panic that comes from reading that line..... Contrary to popular belief the world will not end if you do this. Try checking voicemail and email inbox every 3 or 4 hours. Have a crazy client that can't "wait" tell them ahead of time why you are doing this and the huge benefit to THEM, never had anyone push back.... Oh yes same is true for your impatient BOSS.

#2- Figure out what the heck is IMPORTANT and NEVER schedule anything that isn't. This one is from Mr. Covey's 7 habits..... We chase "urgent" all day and that kills our time control. Sit down with your boss, those peers you work closely with and then anyone that reports to you and get agreement on what is important. YOU WASTE HOURS every day doing things that are urgent but not important.

#3- TOUCH IT once. This is about email but works fine with paper as well. Do you have so many emails in your inbox, opened and unopened you'll never get through them? I get about 150 emails a day and am on the road 20 days a month yet rarely are there more than 40 emails in my inbox. I have clients and others who get twice as many emails as I do and also have fewer than 50 emails in their inbox. When you check your email (every 3 or 4 hours :) ) do one of the following 4 things **immediately**.

- 1- DELETE it, if it is not **important** delete it, it will come back if you need it
- 2- DELAY it , if it is important but not urgent schedule it right then, cut and paste the stuff you need out of the email and THEN delete it
- 3- DELEGATE it, if you are delegating properly many things will get forwarded. If you cannot stand the thought of not keeping a copy, create subfolders for your employees and DRAG it over there to rot.
- 4-DO it, if it is something simple and fast do it right then and then either DRAG it or DELETE it.

**There you have it, three tips that save most people 1-2 hours A DAY.....what could you do with that kind of time???**

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