

NUMBER ONE COACHING TOOL OF THE MONTH CLUB

FOR A BREAKTHROUGH IN BEING REALLY RADICALLY EFFECTIVE WITH TIME

FIRSTLY, THANK YOU FOR CREATING THE OPPORTUNITY FOR YOURSELF TO HAVE A BREAKTHROUGH IN BEING REALLY RADICALLY EFFECTIVE WITH TIME; AND THANK YOU FOR THE OPPORTUNITY THAT YOU GIVE ME TO MAKE A DIFFERENCE FOR YOU, WHICH FULFILLS MY LIFE.

SECONDLY, HERE IS MY NUMBER ONE TOOL OF THE MONTH FOR YOU TO USE TO RADICALLY ENHANCE YOUR TIME MANAGEMENT SKILLS. IF YOU USE IT RIGOROUSLY, YOU COULD REALLY RADICALLY ENHANCE YOUR TIME MANAGEMENT SKILLS. BUT THIS EXERCISE ONLY WORKS IF YOU COMPLETE IT RIGOROUSLY AND GENERALLY ALL THE WAY THROUGH. LOOK AT HOW WE HAVE DONE THE COACHING TOOL ABOUT HAVING A BREAKTHROUGH IN YOUR RELATIONSHIP WITH TIME. THAT IS THE COACHING TOOL THAT I AM SUGGESTING AND REQUESTING THAT YOU USE FIRST, BECAUSE THIS COACHING TOOL COMPLEMENTS THAT FIRST COACHING TOOL. THAT COACHING TOOL WAS DESIGNED FOR A BREAKTHROUGH IN YOUR RELATIONSHIP WITH TIME, SO IF YOU DO THE WORK MENTIONED IN THAT COACHING TOOL, THIS ONE CAN HAVE ITS MAXIMUM BENEFITS. IF YOU DIRECTLY DO THIS COACHING TOOL WITHOUT THE OTHER, IT WILL STILL HAVE SOME BENEFITS BUT IT WON'T REACH THE LEVEL THAT IT CAN WITH IMPLEMENTING THE OTHER COACHING TOOL FIRST. ASSUMING THAT YOU HAVE DONE THE EXERCISE FROM "A BREAKTHROUGH IN YOUR RELATIONSHIP WITH TIME", HERE IS THE EXERCISE FOR THIS PARTICULAR COACHING TOOL. IN THIS EXERCISE, WE WILL MAKE LISTS JUST AS WE DID WITH THE FIRST "BREAKTHROUGH IN YOUR RELATIONSHIP TO TIME" COACHING TOOL.

1) CREATE A NEW PAGE. ON THE LEFT HAND SIDE OF THE PAGE, CREATE A COLUMN (LET'S CALL IT COLUMN 1) WITH A LIST OF ALL OF THE THINGS THAT YOU HAVE TO DO IN ONE DAY. YOU HAVE TO INCLUDE EVERYTHING THAT YOU ARE GOING TO DO THAT DAY, NOT JUST THE IMPORTANT THINGS. WHAT I

MEAN BY THAT IS DON'T JUST PUT "WORK FROM 9-5", ETC. YOU HAVE TO SCHEDULE EVERYTHING THERE IS TO DO, LITERALLY. FOR EXAMPLE, SCHEDULE "TAKE 30 MINUTES FOR LUNCH" OR "REPLY TO EMAILS FOR 30 MINUTES". IN THIS COLUMN, YOU HAVE TO INCLUDE EVERYTHING THERE IS FOR YOU TO DO IN ONE DAY – FROM THE TIME YOU WAKE UP UNTIL THE TIME YOU GO TO SLEEP.

2) CREATE ANOTHER COLUMN NEXT TO COLUMN 1. IN IT, WRITE DOWN THE TIME THAT YOU ARE ALLOWING FOR EACH TASK. FOR EXAMPLE: "VOICEMAIL FROM 9:00AM TO 9:30AM, EMAIL FROM 9:30AM TO 10:45AM." YOU HAVE TO WRITE DOWN THE TIME YOU ARE ALLOWING FOR EVERY SINGLE TASK, AND BE SPECIFIC. IT'S ALSO VERY IMPORTANT THAT YOU DON'T LEAVE SPACES. FOR EXAMPLE, IF THE FIRST TASK ENDS AT 9:45AM AND THE NEXT ONE BEGINS AT 10:00AM, FILL IN THE SLOT BETWEEN 9:45AM AND 10:00AM. CREATE THE SCHEDULE IN SUCH A WAY THAT THERE IS NO TIME IN THE DAY IN WHICH YOU DON'T HAVE ANYTHING SCHEDULED. I REQUEST AND SUGGEST THAT YOU DO SCHEDULE FREQUENT SHORT BREAKS THROUGHOUT THE DAY; SCHEDULE A 15 MINUTE BREAK EVERY 2 AND A HALF HOURS AT THE MOST. IF YOU CAN, I RECOMMEND A 10 MINUTE BREAK EVERY HOUR AND HALF. ALSO, SCHEDULE IN ABOUT 30 TO 60 MINUTES OF BREAKDOWN TIME AT LEAST TWICE A DAY. YOU WILL SEE WHY YOU NEED IT AS WE CONTINUE THROUGH THE EXERCISE.

3) IN A 3RD COLUMN, WRITE DOWN WHY YOU ARE DOING THE THINGS YOU ARE DOING. SO, LET'S SAY THAT ON YOUR SCHEDULE YOU PUT EXERCISE FROM 7:00AM TO 8:15AM; YOU ARE DESCRIBING EXERCISE IN THE FIRST COLUMN, THE TIME IN THE SECOND COLUMN, AND WHY YOU ARE EXERCISING IN THE THIRD COLUMN. IT'S VERY IMPORTANT THAT YOU DON'T JUST WRITE AN OBVIOUS WHY. CREATE A VERY MOTIVATIONAL "WHY" FOR YOURSELF. THE KIND OF "WHY" THAT IS GOING TO HAVE YOU DO IT, ESPECIALLY WHEN YOU DON'T WANT TO DO IT. FOR EXAMPLE, AN OBVIOUS "WHY" IS TO STAY IN SHAPE AND MAINTAIN YOUR HEALTH. BUT I WANT YOU TO CREATE A REALLY MOTIVATING WHY SO THAT WHEN YOU REALLY DON'T WANT TO EXERCISE, YOU READ THAT "WHY" AND IT WILL BE SO COMPELLING, SUCH A CALL FOR ACTION, SO MOTIVATING, THAT YOU WILL GO EXERCISE NO MATTER WHAT – IN HONOR OF THAT OCCASION THAT YOU CREATED FOR YOURSELF. SO WHAT DO I MEAN BY THAT...IF YOU LOOK AT

“TO STAY IN SHAPE AND MAINTAIN MY HEALTH” IT’S NOT TOTALLY MOTIVATING WHEN YOU DON’T WANT TO DO IT, BUT IF YOU WRITE “BECAUSE I HAVE A SCHEDULED TRIP TO HAWAII IN 4 MONTHS AND I WANT TO LOOK FANTASTIC IN A BIKINI”, THAT IS A VERY DIFFERENT WHY. NOW, EVERY TIME THAT YOU DON’T WANT TO GO TO THE GYM, PICTURE YOURSELF IN HAWAII NOT LOOKING AWESOME AND/OR NOT FEELING AWESOME. THIS WOULD PROBABLY HAVE YOU GO TO THE GYM AND DO THAT HOUR AND 15 MINUTES OF EXERCISE. SO CREATE A VERY EMOTIONAL AND IRRESISTIBLE REASON WHY.

4) YOU HAVE TO BE WILLING TO DO THIS EXERCISE FOR AT LEAST 3 WEEKS. IN THE 1ST WEEK, BEFORE YOU GO TO SLEEP EVERY NIGHT, CREATE YOUR SCHEDULE FOR THE NEXT DAY WITH THE 3 COLUMNS. ON THE NEXT DAY WHEN YOU ARE FOLLOWING YOUR SCHEDULE, IF YOU ARE FINDING IT DIFFICULT, READ THE REASON “WHY” YOU SAID YOU WOULD DO IT. THIS IS A VERY IMPORTANT PIECE OF COACHING. IF YOU SCHEDULE FOR YOURSELF 30 MINUTES OF ANSWERING VOICEMAIL AND YOU RUN OUT OF TIME AND YOU STILL HAVE VOICEMAILS TO ANSWER, DO NOT ANSWER THEM. THIS WILL TAKE BEING REALLY RIGOROUS WITH YOURSELF, SO DON’T ANSWER THE VOICEMAILS. DON’T GO OVER THE TIME SCHEDULE THAT YOU HAVE. THIS IS ONE OF THE IMPORTANT THINGS THAT WILL TRAIN YOU TO BE VERY EFFECTIVE WITH TIME. DON’T CONTINUE DOING THAT TASK JUST BECAUSE YOU ARE NOT DONE. START WHEN YOU SAID YOU WOULD START AND STOP WHEN YOU SAID YOU WOULD STOP, EVEN IF THE TASK IS INCOMPLETE. THEN SCHEDULE TO ANSWER THOSE VOICEMAILS THAT YOU DID NOT GET TO ANSWER IN YOUR BREAKDOWN TIME. THAT’S WHY IT’S SO IMPORTANT TO SCHEDULE 2 OR 3 BREAKDOWN TIMES DURING THE DAY. THAT GOES FOR ALL OF THE TASKS; WHENEVER YOU RUN OUT OF THE TIME YOU ALLOWED FOR A TASK, DON’T CONTINUE IT – HAVE THE DISCIPLINE TO STOP IT RIGHT THERE AND MOVE IT TO THE BREAKDOWN TIME.

YOU WILL BE DOING THE SAME THING FOR A WHOLE WEEK AND PREDICTABLY YOU WILL BUMP AGAINST WANTING TO CONTINUE THE TASK AND GOING BEYOND THE TIME, BUT DON’T DO THAT. MOVE IT TO THE BREAKDOWN TIME, EVERY TIME. THIS WILL PROBABLY GET YOU A LITTLE UPSET OR TENSE, BUT WHATEVER NEGATIVE EMOTION IT BRINGS UP – JUST LET IT GO. BE DISCIPLINED AND MOVE IT TO THE BREAKDOWN TIME AND

ONLY DO IT THERE. ALL THOSE NEGATIVE EMOTIONS WILL HELP YOU TO BE DISCIPLINED TO BREAK YOUR HABIT AND PUT YOU IN A NEW LEVEL OF EFFECTIVENESS.

AS SOON AS YOU HAVE COMPLETED A WHOLE WEEK OF FOLLOWING YOUR SCHEDULE IN THIS PARTICULAR WAY, THE NEXT LEVEL WILL BE TO DO THE SAME THING BEFORE YOU GO TO BED IN THE FOLLOWING WEEK. FOLLOW THE SCHEDULE THE SAME WAY. USE YOUR 3 COLUMNS, READ YOUR WHY WHEN YOU ARE NOT MOTIVATED, FOLLOW THE TASKS THAT YOU SAID YOU WOULD AT THE TIMES YOU SAID YOU WOULD, EVEN IF YOU ARE NOT COMPLETE WITH THE TASK. HOWEVER, IN THIS WEEK ADD AN EXTRA COLUMN. IN THIS COLUMN, WRITE DOWN A REASON TO GET THE TASK DONE FASTER. IF YOU USE THE “WHY” EXAMPLE WE CREATED EARLIER ABOUT HAWAII, WHAT MAY HAVE YOU GET THAT TASK DONE IN 50 MINUTES INSTEAD OF 75 MINUTES IS THAT YOU CAN USE THOSE EXTRA 25 MINUTES TO MAKE MORE MONEY SO THAT WHEN YOU GO TO HAWAII YOU CAN STAY AT A MORE AMAZING HOTEL OR MAYBE STAY AN EXTRA FEW DAYS.

THE 2ND WEEK WILL BE CRUCIAL FOR PRODUCING THE BREAKTHROUGH IN YOUR TIME MANAGEMENT SKILLS. IN THIS 2ND WEEK, WHAT WE NEED TO PRACTICE IS COMING FROM A DIFFERENT APPROACH, EVEN THOUGH WE ARE FOLLOWING THE SAME STRUCTURE IN THE SCHEDULE. HERE, IN THIS APPROACH, IF YOU READ “*THE FOUR HOUR WORK WEEK*” BY TIM FERRIS, YOU WILL HAVE A COUPLE OF USEFUL TIPS ON TIME MANAGEMENT AND I HIGHLY RECOMMEND USING THEM. IF YOU DIDN’T READ THE BOOK, I RECOMMEND YOU DO. IN MY OPINION, IT IS EXTRAORDINARILY WRITTEN AND ALL THE TOOLS ARE EXTRAORDINARILY USEFUL. BUT, IF YOU HAVEN’T READ THE BOOK, DON’T STOP THE EXERCISE TO READ THE BOOK. WHAT WE ARE GOING TO DO IS BORROW ONE OF THE PRINCIPLES FROM THAT BOOK. TIM SUGGESTS USING PARKINSON’S LAW FOR TIME MANAGEMENT AND THE BOTTOM LINE OF THAT LAW IS THAT “EVERY TASK WILL TAKE AS LONG AS YOU GIVE IT AND IT WILL SWALLOW UP ALL OF THE TIME THAT YOU GIVE IT OR IT WILL SHRINK DOWN TO THE TIME THAT YOU GIVE IT.” FOR EXAMPLE, LET’S SAY ON OCTOBER 1ST, YOU REALIZE THAT YOU HAVE A DEADLINE ON OCTOBER 15TH. GIVEN THAT YOU HAVE 15 DAYS TO PERFORM THAT TASK, MORE THAN LIKELY WHAT WILL HAPPEN IS THAT YOU WILL TAKE THOSE 15 DAYS TO COMPLETE THAT PROJECT. SO LET’S SAY THAT YOU GOT REALLY

BUSY THE FIRST 10 DAYS AND YOU HAVEN'T EVEN TOUCHED THE PROJECT, YOU WILL FIND YOURSELF ON THE EVENING OF THE 10TH WONDERING HOW YOU ARE GOING TO GET IT ALL DONE. NOW, THERE IS NO WAY AROUND IT...YOU HAVE 5 DAYS TO GET IT DONE AND YOU WILL GET IT DONE IN 5 DAYS AND IT WILL BE FABULOUS. MOST OF US HAVE DONE THAT MANY TIMES IN OUR PAST. IF YOU LOOK AT IT, THE PRINCIPLE THAT TIM IS TALKING ABOUT IT TOTALLY TRUE. A TASK THAT WOULD HAVE NORMALLY TAKEN 15 DAYS, TOOK 5 DAYS. THE TASK TAKES THE TIME THAT YOU WILL ALLOW IT TO TAKE. WHEN YOU HAVE TOO MUCH TIME, ALL OF A SUDDEN YOU WILL WASTE A LOT OF TIME. I'M ASKING YOU TO USE THE LAW IN THIS WAY IN THE 2ND WEEK OF THE EXERCISE; SCHEDULE THE TASKS THAT YOU NEED TO DO IN 80% OF THE TIME THAT YOU WERE ORIGINALLY GOING TO SCHEDULE IT, SO CREATE VERY UNREASONABLE DEADLINES FOR YOURSELF. LET'S SAY THAT YOU HAVE 10 HOURS FOR A TASK. CHANGE IT TO 8 HOURS. IF YOU CAN DO LESS THEN DO LESS. CREATE FOR YOURSELF UNREASONABLE DEADLINES THAT TAKE AT MOST 80% OF THE TIME. ALSO, PRACTICE PARKINSON'S LAW THE ENTIRE WEEK. IF YOU ARE SAYING THAT THIS TASK CAN TAKE AN HOUR NORMALLY, BE TOTALLY UNREASONABLE AND SAY THAT IT CAN TAKE 30 MINUTES.

THIS WILL BE POSSIBLE IF YOU ALLOW YOURSELF TO WORK WITH LIGHT-SPEED PRECISION. A VERY IMPORTANT NOTE IS TO NOT LOWER THE QUALITY OF YOUR WORK BECAUSE YOU ARE SPEEDING IT UP. GET YOURSELF TO BE IN THE ZONE. MOST PEOPLE KNOW WHAT WE COMMONLY MEAN BY THAT SENTENCE; IT MEANS TO GET YOURSELF IN THE MOOD, IN A PHYSICAL AND MENTAL STATE, FOR GETTING THINGS DONE FAST. FOR SOME OF YOU, LISTENING TO FAST MUSIC, DOING YOUR WORK STANDING UP, OR WORKING IN A DIFFERENT ENVIRONMENT WILL ALLOW YOU TO BE IN THE ZONE. GET YOURSELF IN THE ZONE EVERY DAY AND ALSO MAKE SURE YOU ARE TAKING AT MOST 80% OF THE TIME THAT YOU WOULD NORMALLY TAKE TO DO YOUR TASKS – CREATING UNREASONABLE DEADLINES FOR EVERYTHING. IT WILL BE VERY IMPORTANT TO BE RADICALLY DISCIPLINED THIS WEEK IN NOT EXTENDING THE DEADLINES. GIVE IT ALL YOU HAVE TO MAKE SURE YOU ARE DOING THE TASK IN THE TIME YOU SCHEDULE FOR YOURSELF AND DON'T FORGET TO USE YOUR BREAKDOWN TIME TO FINISH TASKS. DO NOT USE YOUR BREAKDOWN TIME LIKE A BACKUP PLAN THAT YOU USE AND ABUSE. DO YOUR VERY BEST TO GET THE TASK DONE IN THE TIME THAT YOU SCHEDULE FOR YOURSELF.

IF YOU DO THE 2ND WEEK REALLY WELL DONE, YOU CAN HAVE MASSIVE BREAKTHROUGHS IN YOUR PRODUCTIVITY AND YOUR TIME MANAGEMENT SKILLS. BUT, IT IS REALLY UP TO YOU TO PUSH YOURSELF AND BE TRUTHFUL TO THE PRINCIPLES THAT WE'RE APPLYING THE WHOLE WEEK.

THE 3RD WEEK OF THE EXERCISE IS SIMILAR TO THE 2ND WEEK, BUT IT CANNOT HAPPEN IF YOU DON'T DO THE 2ND WEEK RIGOROUSLY, SO PLEASE MAKE SURE YOU DO THAT. WE WILL DO THE SAME EXERCISE, REDUCING THE TIME FOR EVERY TASK ONCE AGAIN TO AT MOST 80%, SO THAT WILL BE 80% OF 80%. NOW I KNOW THAT SOUNDS QUITE UNREASONABLE, EVEN UNDOABLE. BUT, IT IS DOABLE AND WE HAVE ALL DONE IT. REMEMBER WHEN YOU WERE A STUDENT AS A KID IN SCHOOL AND YOU WERE GIVEN 3 MONTHS TO PREPARE FOR A PARTICULAR TEST AND YOU DIDN'T STUDY AT ALL OR VERY LITTLE. THE NIGHT BEFORE YOU PULLED AN ALL-NIGHTER AND STUDIED WITH EVERYTHING YOU HAVE, AND SOME OF YOU STILL GOT AN A+, EVEN THOUGH YOU STUDIED THE NIGHT BEFORE. IT'S POSSIBLE TO KEEP STRETCHING THE TASK DOWN, SO RESCHEDULE YOUR WEEK DOWN TO 80% OF THE TIME YOU ALREADY HAVE (IF YOU CAN SWING EVEN LESS THEN GO FOR IT). AGAIN, DON'T STRETCH THE TIME, USE YOUR BREAKDOWN TIME.

IF YOU COMPLETE THOSE 3 WEEKS OF EXERCISE, I CAN ASSURE YOU THAT MOST OF YOU WILL HAVE A BIG BREAKTHROUGH IN YOUR TIME MANAGEMENT SKILLS. I HAVE DONE THIS EXERCISE AND OTHERS LIKE THIS WITH MANY PEOPLE OVER THE YEARS AND IT HAS ALWAYS WORKED WAY BEYOND ANYTHING MY COACHEES EVER EXPECTED EVERY TIME THAT THEY ALLOWED THEMSELVES TO BE RIGOROUS FOR 3 WEEKS.

PLEASE PRACTICE IT AND HAVE THE GREATEST TIME WITH IT ALL. I HOPE YOU GIVE YOURSELF THE GIFT OF PRACTICE BY APPLYING THIS TOOL RIGOROUSLY ENOUGH, THAT YOU CAN GET ALL OF THE BREAKTHROUGHS THAT THIS EXERCISE IS DESIGNED TO PRODUCE. IT WILL PRODUCE RESULTS EVERY TIME THAT IT IS USED RIGOROUSLY. THANK YOU SO MUCH FOR THE OPPORTUNITY TO CREATE THIS POSSIBLE BREAKTHROUGH WITH YOU.

A VERY IMPORTANT NOTE FOR YOUR PIECE OF MIND: REMEMBER THAT YOU MAY MORE THAN LIKELY FEEL LIKE YOU WILL NOT GET EVERYTHING DONE IN THE EXACT TIMES THAT YOU SAID YOU WOULD GET THEM DONE (GIVEN THAT

WE ARE SWINGING OUT AND AIMING FOR THE STARS), BUT THAT'S WHY YOU HAVE A BREAKDOWN SCHEDULED. YOU MAY WANT A 300% INCREASE IN YOUR RELATIONSHIP WITH TIME AND YOU MAY PRODUCE A 260% INCREASE, BUT THE DIFFERENCE THAT YOU WILL ALREADY PRODUCE IS HUGE. YOU HAVE TO KEEP ACKNOWLEDGING YOURSELF VERSUS BEING DISAPPOINTED WITH WHAT YOU ARE NOT PRODUCING. IT IS ALMOST IMPOSSIBLE TO BE PERFECT AT DOING THE EXERCISES. IT'S ONLY POSSIBLE TO GIVE IT YOUR ABSOLUTE BEST AND PRODUCE YOUR ABSOLUTE BEST RESULTS. THERE ARE TONS OF WAYS THAT THIS TOOL WILL GIVE YOU INSIGHTS AND RESULTS; YOU JUST HAVE TO SWING OUT, BE PATIENT WITH YOURSELF, GIVE IT YOUR BEST SHOT, AND COMPLETE THE 21 DAYS BEFORE YOU MAKE ANY CONCLUSIONS. YOU WILL LIKELY FIND BIG REWARDS FOR YOUR EFFORTS.

WHAT ARE ALL THE INSIGHTS THAT YOU GOT OUT OF THIS EXERCISE FOR BEING REALLY RADICALLY EFFECTIVE WITH TIME? MAKE SURE YOU PUT WHAT YOU SAW FOR YOURSELF TO WORK RIGHT NOW!!! NEUROSCIENTISTS HAVE PROVEN THAT IF YOU DO NOT ACT ON AN INSIGHT RIGHT AWAY, IT IS LOST TO YOU.

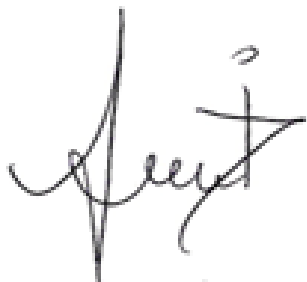
LASTLY, FROM ME TO YOU;

NEXT MONTH: WE WILL HAVE AN EXCITING TOOL FOR A RADICAL BREAKTHROUGH IN SELF ESTEEM!

THANK YOU SO MUCH FOR TAKING THE TIME AND USING MY TOOLS TO CREATE SOME IMPRESSIVE RESULTS IN YOUR LIFE. THAT IN ITSELF CONTRIBUTES TO ME AND ALLOWS ME TO FULFILL ON MY LIFE'S PURPOSE, WHICH IS TO SERVE YOURS!

IF YOU WOULD TAKE THE TIME TO EMAIL ME BACK AND GIVE ME YOUR FEEDBACK, IT WILL MAKE A TREMENDOUS DIFFERENCE FOR ME AND MY CREATING MORE AND MORE THINGS TO SERVE WHAT I LOVE (OUTSTANDING PEOPLE UP TO BIG THINGS LIKE YOU)!!

HONORED TO BE YOUR PARTNER IN MAXIMIZING OUR POTENTIAL,

A handwritten signature in black ink, appearing to read 'Carolina', with a stylized flourish at the end.

CAROLINA ARAMBURO