
DOUBLING YOUR PRODUCTIVITY

How to Manage Your Time and Organize Your Life

By Brian Tracy



DOUBLING YOUR PRODUCTIVITY

TABLE OF CONTENTS

CHAPTER ONE

Time and Personal Empowerment 1

CHAPTER TWO

Personal Strategic Planning 4

CHAPTER THREE

Setting Your Priorities 7

PART FOUR

Balancing Work and Family 10

CHAPTER ONE
TIME AND PERSONAL EMPOWERMENT

*“Dost thou love life, then do not squander time,
for that’s the stuff life is made of.”*
Benjamin Franklin

1. Time is your most precious _____ .
 - a. Time is perishable; it cannot be _____ .
 - b. Time is indispensable; all _____ requires it.
 - c. Time is irreplaceable; nothing _____ will do.
 - d. Time is essential for _____ .
2. Time management is really _____ management,
_____ management.
3. Time management is a _____ that can be learned.
4. Time management requires _____ ,
self-mastery, self-control, more than anything else.
5. The most important ingredient in a Positive Mental Attitude is a
_____ .

6. Time management enables you to control the _____
_____.
7. Your life, your _____ and your _____
are determined by the way you USE your time.
8. The biggest problem of working people today is _____
_____.
9. The fact is that you have _____ there is
– no more and no less.
10. Develop a _____ of time management.
- a. Affirm: “ _____ and
_____.”
- b. Visualize: _____.
- c. Act the part: Assume the role, “ _____.”
11. Take the _____ view; develop long-time
_____.
12. Take the _____ view; allocate your time in
_____ amounts.

CHAPTER TWO
PERSONAL STRATEGIC PLANNING

*“Whenever you find something getting done,
you find a monomaniac with a mission.”*

Peter Drucker

1. The worst use of time is _____ very well what _____ be done at all. (B. Tregoe).

2. Doing what you really _____ is the key to peak _____.

3. Happiness comes then you _____ in what you’re doing, _____ what you’re doing and _____ what you’re doing.

4. _____ thinking is a key planning skill.

5. Begin with your _____; list the five things most _____ to you:
 1. _____
 2. _____
 3. _____

4. _____

5. _____

6. Quick List Method:

1. _____

2. _____

3. _____

7. What would you _____, how would you spend your _____, if you learned that you only had _____ to live?

1. _____

2. _____

3. _____

4. _____

5. _____

8. You need three types of goals for a balanced life:

1. Family and personal _____ : “_____?”

2. Career and financial _____ : “_____?”

3. Personal improvement _____ : “how?”

CHAPTER THREE
SETTING YOUR PRIORITIES

“Before you do anything, you have to do something else first.”

Murphy’s Law #3

1. Every action (or inaction) involves a _____ between what is _____ important and what is _____ important.
2. Law of the _____ alternative – doing one thing means _____ doing something else.
3. Setting priorities means setting _____ as well.
4. Use the _____ on everything.
5. Separate the “urgent” from the “important.”

Key determinant? Long-term potential _____ .

6. Use the ABCDE Method:

A = _____ do: _____

B = _____ do: _____

C = _____ do: _____

D = _____ :

E = _____ :

Use with goals, activities, daily lists.

7. Law of Forced _____: There is always enough time to do the most _____ things.

a. What are your highest _____ activities?

b. What are your _____?

c. Why are you on the _____?

d. What can you, and only you, do, which if done well, will make a _____?

8. Your _____ will be determined by your _____.

What _____ are expected of you?

9. “Action without _____ is the cause of every failure.” (Alex MacKenzie)

10. Key question in time management: “What is the _____ of my time right now?”

NOTES

CHAPTER FOUR
BALANCING WORK AND FAMILY

“No success in public life can compensate for failure in the home.”
Benjamin Disraeli

1. Your _____ should be your chief aim in life.
2. Fully _____ of your happiness comes from _____
with others: _____.
3. _____ in all things – you need balance between
your _____ and _____ to be happy.
4. A feeling of _____, dissatisfaction arises when your activities
and goals are not _____ with your values.
5. Begin with your _____; what is really
_____ to you?
6. Describe your ideal _____; what ingredients
would make you most happy?
7. To do _____ of one thing, you must do _____
of others.

What should you be doing _____? _____?

8. Treat your time like _____; how can you best _____ it to achieve maximum satisfaction?
9. Set _____ as your highest goal, and organize your time/life around it.
10. Key to balance: Do just _____ things: _____ and _____.
11. _____ all the time you _____; put more of _____ into the time.
12. When you're with your _____, be there _____ of the time.
13. Limit/restrict television, newspapers, outside activities.
- Remember the Law of the _____ Alternative.
14. Spend unbroken _____ with the most important people in your life.
15. It's _____ of time at home, _____ of time at work – that counts.

