Smart Systems For Success

Get it Done!

By Eric Mulford

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Massive Action For Massive Results

What you are about to consume is the most powerful time management system I have ever used. Why listen to me? I've read dozens of books and gone through more trainings on the subject than I'd like to admit. What you now posses is a combination of all the best practices and systems I use to manage my time.

You can have a great vision of your ideal lifestyle and business, but if you can't execute it's all for crap. If you don't manage your time properly I can promise you one thing...

You will wake up one day in the future, years from now, and go "What the Hell Happened?" I know you're busy, so for the sake of time, I'll be brief and to the point. Don't let the length of this PDF take away from its power. Let's get right into it...

Routines

The most powerful step you can take when it comes to managing your time is creating routines. These routines should be centered around "high leverage activities." A routine is basically just something we do naturally that requires very little will power. Those routines ultimately become habits.

As humans, we have limited amounts of willpower. The best way to channel that will power is into the creation of positive routines. If you want to achieve any goal in your life, create a routine out of the steps that are necessary to obtain it.

Once the high leverage routine is created, you'll automatically do something that builds huge value in your life. Here's the key point...

Starting a new routine usually isn't easy and requires some will power in the beginning.

Most of the time this feels uncomfortable. You need to get over the initial hump to get into the optimal routine state. Once you go through the same routine for at least 30 days it will start to feel weird if you DON'T go through it. This is the point you need to get to.

Keep in mind, it works both ways. Negative routines are easier to create, and harder to get out of. In order to differentiate what's negative and positive, you need to know what your goals are. Once you understand EXACTLY what you're looking to accomplish you can start using this simple recipe for success:

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1. Get rid of as many routines as possible that center around negative activities that pull you away from your goals. Social media browsing may have to be the first.
2. Create as many routines as possible centered around positive activities that move you closer to your goals. This requires clarity about where you are going.

Obviously, this is easier said than done. We're all human. You have to decide which sacrifices you are willing to make to achieve your goals. This means deciding to keep or throw away some negative habits that hold you back from your goals. You should ask yourself:

"Is the short term, cheap thrill worth more than your long term success?"

One of the great indicators of success in individuals is the ability to delay gratification. Understand what you want to accomplish, and give yourself a greater chance of success by getting rid of burdens that hold you back and building routines that move you closer toward your goals.

All of the best time management principles in this system are based on creating routines. We'll start with what I believe is the most powerful one of all:

The Morning Routine

When I get up in the morning I don't even want to have to think. The last thing I need is any doubt in my mind of what needs to be accomplished. This chaos would drain valuable energy and set the rest of my day on a negative, downward spiral. Because I work from home a routine is essential to maximize my time. Here's my morning routine (This works for me, yours will obviously work best for you.)

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- Wake up
- Brain gym exercises before I get out of bed
- Recite in my mind my purpose statement
- Drink a hot cup of lemon tea
- Sit quietly express gratitude
- Take my wife to work
- Pray on the return trip
- Set up my laptop and open something I need to edit
- I work standing up so I stretch and edit for one hour (while breakfast is cooking)
- Eat, Shower/Hygiene
- Do my morning Live Feed

I do this 95% of the time. I have it down to a science. I am up and fully functional in a matter of minutes. I am deadly serious about completing this routine. I have it to the point where there are NO distractions.

- No day dreaming
- No distractions
- No interruptions from my clients or partners
- No NOTHING

The drive to take my wife to work is about 10 minutes. I rarely speak to my wife on that drive until I'm ready to drop her off. I use that time to set my mind in positive places before I get home to start my morning. Yes, she has gotten used to this and she understands.

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Guess what happens when I get to my task? A whole new routine begins. I look at everything like it's a system:

- You have a great morning routine, you have a great day.
- You have a great day, you have a great week.
- Great week, great month.
- Great Year.
- Great Decade.
- Great Life.

It all stems from a stupid, simple, little system. Here's the great thing about systems - **Each point can be tweaked to optimize results**.

As far as my morning routine goes, I really try to ramp it up. I do exactly the same brain gym exercises every day. In exactly the same order. I have repeated the purpose statement until it is a part of my being. I have exactly the same thing for breakfast everyday. I know exactly what I'm going to wear (I have my wife hang those clothes in order so I don't have to think). I get in my truck to take my wife to work at exactly the same time regardless of what she gets there. Each one of these things increases efficiency and makes me more productive.

If you're thinking this is too regimented and potentially a horrible way to live - I get it. I'm an old hippy and that used to make my hair catch on fire. I used to hate boring, predictable routines. This is when I was unsuccessful. Then I realized they worked and made the decision to use them because I'd rather be successful. Now I actually enjoy the routines.

Blocks Of Time – The Rhythm Of Energy

I believe your body operates on rhythms that you can adjust.

Our attention and energy is like a rhythm We use it and then we need to replenish it. This is the underlying principle I build my entire work day around. As soon as I complete the Live Feed, I know exactly what I need to do.

In the morning I always focus on the most important things first. This is when my energy is at it's peak level. In my business, it's all about creating content and finding new ways to market. I focus my life on these things overall, but especially first thing in the morning. I know I'm always going to focus on these areas right away. I also know specifically what I need to do because part of my "end of workday" routine involved making a to do list for tomorrow and tying up any loose ends before I leave.

When I step in front of my task I know exactly what I need to do next. I turn the ringer off on my phone, close all social media, close email, and focus on the task immediately.

The routine I use is very simple. I work in blocks of time. Then I relax to renew my energy. Here's the breakdown:

I go 45 minutes on - then 10 off. During the ten off I may meditate, refill my water, hit the john, read, and just take deep breaths. Then I do another 45 minutes of busting my tail, and I follow that up with a 30 minute break where I have some type of meal. I have specific tasks that will be completed before the end of the allotted time.

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So it's 45 on , 10 off, 45 on, 30 off with meal. This is the basis I use for my entire day. In the afternoon I take a 20 minute nap. I have a really comfortable recliner and I crash in it to renew my energy. I do this all day, every day.

It's all about living intentionally. I have a purpose. There's a set of goals I've laid out that I need to accomplish. I need to do certain things to achieve them.

Most people live life unintentionally. Life "happens to them." Having a goal isn't enough. If there's no execution laid out, you won't get where you need to be.

The business I am in is great because it allows me to totally be strict to this. Some of my future endeavors will, without question, provide more unpredictability. I'll just adapt the system to it.

Focus

Everything I've been talking about sounds pretty good right? I can tell you from experience it's great and it works, but at the end of the day can you execute? Your ability to manage yourself comes down to one simple area: FOCUS

When you arrive to the task and start your first 45 minute block, do you stay focused on what you need to get done or do you get distracted? I hate to be cliché but life in our world today runs at a crazy pace. One second you're reading a business email and before you know it you're "researching" some ridiculous topic on Wikipedia and then you're chasing down a video on YouTube.

Your ability to focus in on one task you need to do and actually execute is very important. The best way to avoid massive distractions is to create a great environment. You want to be totally honed in on what you need to do.

Multitasking is one of the most unproductive time wasters around. By focusing on the task at hand and not reading a text message, or checking an email, or browsing the web at the same time you will be much more effective and get way more out of the activity.

By putting yourself in the proper environment you drastically reduce the chances of you getting thrown off course. Ideally you want each block you work in to be dedicated to one specific or a few related tasks. Don't shift from one thing to another. This disrupts you natural rhythm, your flow state.

You'll want to close down all other distractions. Communicate to everyone else you are not to be bothered. I shut the door to my office and everyone knows not to disturb me. I shut my cell phone off and close every program on my computer than is not related to exactly what I'm doing.

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At that point in time, nobody can get a hold of me. I know exactly what I need to do and I just execute. When the time is up, I wrap up what I'm doing and completely remove myself from it. When the next block starts I'm not thinking about the past block. I'm totally engaged in that moment.

I know that the most profitable way to spend my time is working on marketing my business. It's the most high leverage activity I have at my disposal. Everything I've created in my business is totally centered around and supportive of me marketing the business. That's how I get paid. I don't want to deal with tech hassles, customer support, or any other operational issues. I only focus on what's important. Try to design your environment based on what is important to you. That rhythm will pay huge dividends.

When it comes to email, phone calls, and any other ancillary activity that I ABSOLUTELY have to personally handle - I dedicate a block of my time to handling this. Then I cut it clean, and don't go back until the next scheduled session. Nothing is more unproductive than trying to work all day and interrupting yourself by checking for new messages.

You want to focus on high leverage activities ALL DAY because this will bring you closer to your goals much faster.

Getting Started

If you tried to implement everything I've shared with you in this training tomorrow I can guarantee you one thing... **You'd never stick with it**. Then you would accuse me of being a fraud. I don't want this to happen.

Just like health, business, or a great relationship, managing your time and yourself is a PROCESS. You're not going to go from operating in an unorganized, haphazard fashion to a well oiled, efficient machine that would make a Marine Corps Drill Instructor proud.

Trying to do this all at once would be a massive hit to the system. Here's what I would recommend:

- Start with a ONE new routine ASAP.
- After you do it for 30 days straight implement a new one.
- Start with your morning routine and build from there.
- After you've done the morning routine for 30 days, start with a 45 - 10, 45 - 30 set blocks in the morning. Do it for another 30days.
- Repeat the process and continue on from there.

While you're working on your new routines, don't forget to tune up the old ones. Become as robotic as possible in your scheduling and as creative as possible in your work. Here are a few other recommendations...

Get Enough Sleep

Ignore the bull crap about functioning on only a few hours of sleep. Nobody is enjoying life when they are functioning tired. The gurus who tell you that they are working 20 hours and if you want success you must do that as well are lying. If they truly are doing that then they have a string of unhappiness following them around. Regardless of how many "happy" pictures they post on Facebook their life is a wreck.

Get a good night sleep. Every night! Teach your body when to go to bed and when to get up. Making sleeping as much of a routine as work is and you'll be better for it.

Exercise

I know I'm getting cliche here, but this very powerful. Build this into everything you do. Whenever I go someplace I park as far away as I can then walk briskly to the door. I work standing up so I can stretch my legs and my arms while working. Take the stairs instead of the elevator whenever you can. Don't expect a few minutes in the morning to make up for lazy practices.

Take a few minutes to each morning or evening to work different parts of your body. Stretching is important part of relaxation. Guided exercise videos can be found everywhere today. The content is less important than the routine.

Eat Healthy

Again, no reason to go into depth about why it's important to eat healthy. You understand why. Fruits and vegetables are a large part of my daily consumption. It takes a lot less energy to digest and energy is vital for peak performance. It's worked for me. Find something that works for you.

Think of food a fuel for your tasks. Changing the way you view what you eat will increase your control over your eating habits. Because that is all they are - habits. You can change the habits that supply you with the things you need to be successful.

I created Lyfestylecoaching.com to help my clients get a better handle on what it means to fuel your body. Your body is a resource for which you must care or you'll lack the energy required to be successful. The Facebook page is found at Lyfestylecoaching.

Wrapping It Up

The reason I'm bringing all of this up is not really because of health. Getting sleep, exercising, and eating healthy are a part of my business plan. I attribute a good amount of my success to having energy and feeling good.

When I travelled all of the time the routine was vital. I determined to practice on the road exactly what I do at home. If I was tired from stay up late, eating too much, and sitting in a restaurant until I was stiff and sore I could work at peak.

Enacting all of these principles into your life will make your business run better. The recipe is really simple at the end of the day:

Spend as much time as possible on high leverage activities - Activities that will pay dividends forever.

From only working on profitable things to taking care of your body, if you listen to the advice in this training I know it will help you in a HUGE way. You'll manage your time and yourself like few do. Consequently, you'll live like few do. These principles have changed my life and I hope they do the same for you.

Welcome to EricSaid!

I've been committed to bringing quality content to my clients and to the public for more than 20 years now. For more information like this please feel free to click on the link below and connect with me through my podcasts, my website or my training programs. You and I both will be glad you did!

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