



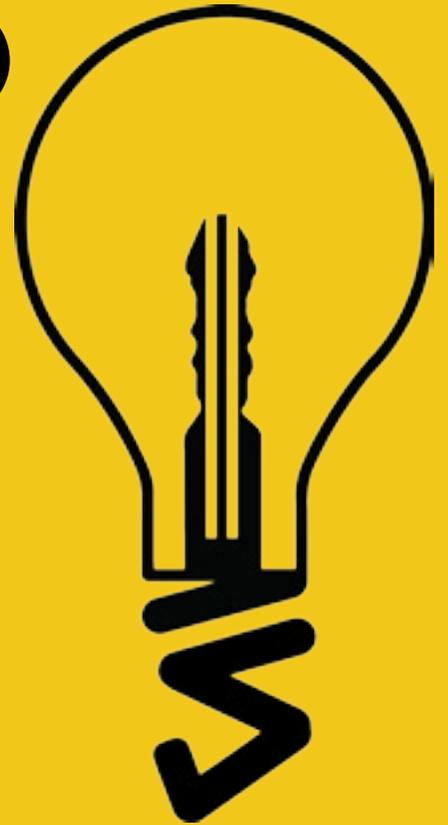
**BETTER**  
— THAN —  
**SUCCESS**

# *Ultimate*

**TIME MANAGEMENT STRATEGY COURSE  
FOR GETTING AS MUCH DONE AS POSSIBLE**



# WELCOME TO BETTER THAN SUCCESS



Welcome to Better Than Success, where we teach you how to teach yourself the art of success. Thank you for downloading the BTS Ultimate Time Management Worksheet. This guide will empower you to take control of your time and take your business to new heights. We all know that time management is key to success and business development. This guide is a supplement to a 9-step process I discuss in [Episode 5 of the Better Than Success Podcast](#). For more information about how I use this system and how it transformed my life and increased my productivity by 75%, you can listen to the podcast on [iTunes](#), [Stitcher](#), or [RSS feed](#).

On the next pages are the weekly time management worksheet that you can print out and use again and again. Time is your most valuable resource. Start making the most of it.

Happy Entrepreneuring,

*Nikki Purvy*

# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

## HOW TO USE THIS GUIDE

These instructions are just an overview. For a complete guide on how to get the most out of the Ultimate Time Management Strategy, listen to [Episode 5 of the BTS Podcast](#) on [iTunes](#), [Stitcher](#) or [RSS Feed](#).

### STEP 1. DEVELOP A TIME CONTROL MINDSET

This is the most important step in this whole process. You have to develop a Time Control Mindset. I'm going to note a couple of facts that will help you develop a Time Control Mindset

"You have the same amount of hours in a day as Beyonce"

"Work expands so as to fill the time available for its completion" - Parkinson's Law

"You are ALWAYS the boss of your time" -Nikki Purvy

### STEP 2. LEARN TO FOCUS

Most people cannot focus. This is not based on empirical evidence but I would guess that 80% of people don't now how to focus on a single task for an hours up to 40 hours let alone one that takes 1 hour. I learned the importance of concentration from the book the THE POWER OF CONCENTRATION by Theron Q. Dumont or William Walker Atkinson. The author is noted as both men.

Here are some tasks that will help you focus:

- Working out without stoping to talk to your friends
- Reading
- Playing an instrument or anything that requires you to use your hands

Here are some focus killers:

- TV
- Social Media
- Too much work-time banter

# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

## STEP 3. TIME YOURSELF

Write out your tasks to be completed over the next day/hour/week in haphazard increments before you attack them. Time your self on each individual task. How long does it take to complete each task uninterrupted? This is very important. The concept here is to get an accurate time frame of how long it takes to complete different tasks uninterrupted when you're focused.

This may take as little as one week or up to a month for you to get a proper account for how long it takes to complete tasks.

(USE THE TEMPLATE IN THIS WORKBOOK TO COMPLETE STEPS 4-9)

## STEP 4. RECORD YOUR TASKS AS THEY COME TO YOU

Record all your tasks as they come to your head. Write down all your tasks to be completed as you go along in life. Take notes in your phone, write on scraps of paper, or take notes on your computer. You will get ideas from everywhere. Write them down anywhere but be sure that you can find them come Monday morning. And at the top of every other working day

BEFORE YOU DO ANYTHING IN THE MORNING, EVEN HAVE YOUR COFFEE. Complete steps 5 and 6.

### Step 5. Create Your Master Task List

Make a list of all your tasks that you recorded in your various places. Take them all and put them in one place, for the week, ON the COMPUTER. This is called the master task list.

## STEP 6. SCHEDULE OUT YOUR DAY

Schedule out your day. Just today. Schedule out your blocks in 15 min, 30 min, 1hr or 2hr blocks of time to complete tasks throughout your day and start inserting them in these blocks according to priority and how long it takes you to do a task uninterrupted. This is called the daily schedule. Add in your coffee break and your lunch break. And your Facebook break if you need one.

# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

## STEP 7. DEFINE THE END OF THE DAY

Give yourself a definitive time to end work for the day, no matter what. This is what gives you the work/life balance. Remember you are only doing today so not everything from the week's list will get in here. Its not supposed to. As you go through the day completing tasks use the strike out to cross them out both on the schedule and the large task list. As new things come up through out the day that does not need your immediate attention, add them to the master task list.

## STEP 8. ACCOUNT FOR THE THINGS YOU COMPLETED

At the end of the day account for the things you completed as well as the things you did not. Sometimes things come up or new more urgent tasks get thrown in the day so tasks take a little longer. So you may not complete everything but that's ok. You did as much as you possibly could. And if that is true then it's a lot.

## STEP 9. START YOUR NEW DAY

Before you do anything, as soon as you sit at your desk, create your list of tasks. Remember to add the things from the master task list that did not get crossed off, and any new tasks that came that didn't require your immediate attention. Copy and paste them all down to a new master task list for that day, and repeat Steps 6-8. This is why you do this on a computer.

On the following pages you'll find the Ultimate Time Management Strategy Worksheet I promised to help you map out your tasks as outlined in Steps 5-9.

# THE BTS ULTIMATE TIME MANAGEMENT STRATEGY

Week of \_\_\_\_\_

Monday

Master Task List (List Your Tasks)

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# THE BTS ULTIMATE TIME MANAGEMENT STRATEGY

## Schedule (Allocate Times for Each Task)

|    | Time       | Task   |
|----|------------|--|
| Ex | 9:00-9:30  | Email James<br>Invoice Clients<br>Call Mr. Brown |
| Ex | 9:30-10:30 | Work on Reports                                  |

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# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

Week of \_\_\_\_\_

Tuesday

Master Task List (List Your Tasks)

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# THE BTS ULTIMATE TIME MANAGEMENT STRATEGY

Schedule (Allocate Times for Each Task)

|    | Time       | Task   |
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| Ex | 9:00-9:30  | Email James<br>Invoice Clients<br>Call Mr. Brown |
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# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

Week of \_\_\_\_\_

Wednesday

Master Task List (List Your Tasks)

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## Schedule (Allocate Times for Each Task)

|    | Time       | Task   |
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| Ex | 9:00-9:30  | Email James<br>Invoice Clients<br>Call Mr. Brown |
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# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

Week of \_\_\_\_\_

Thursday

Master Task List (List Your Tasks)

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# THE BTS ULTIMATE TIME MANAGEMENT STRATEGY

Schedule (Allocate Times for Each Task)

|    | Time       | Task   |
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# THE BTS ULTIMATE TIME MANAGEMENT WORKSHEET

Week of \_\_\_\_\_

Friday

Master Task List (List Your Tasks)

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# THE BTS ULTIMATE TIME MANAGEMENT STRATEGY

Schedule (Allocate Times for Each Task)

|    | Time       | Task   |
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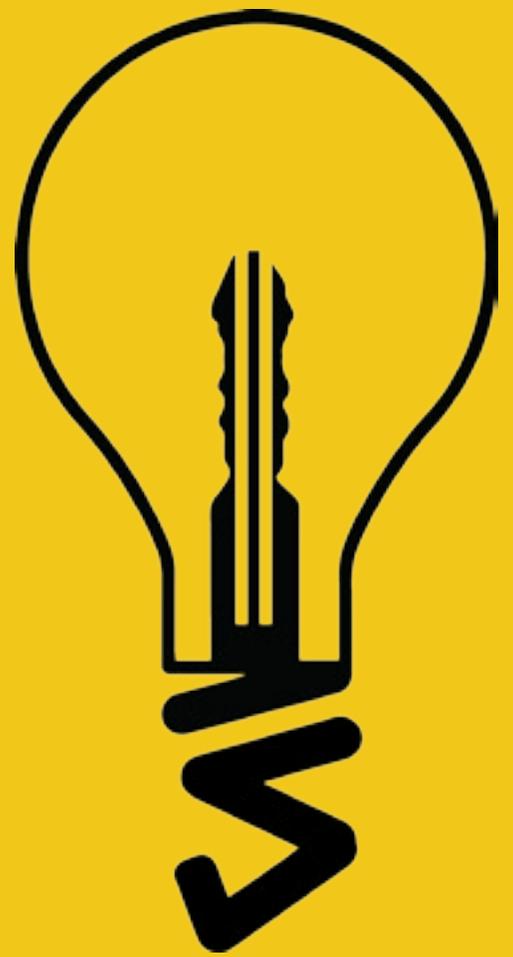
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# CONTACT US



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