

# Book Club Guide

## *The 3 Secrets to Effective Time Investment*

### **Welcome & Congratulations!**

You're on your way to achieving more success with less stress. In this guide, you'll find discussion questions, suggestions on how to structure your group, and ideas for fun activities. I know you'll find the content transformational and so appreciate you supporting one another in reading this book.

To your brilliance!  
Elizabeth

### Discussion Questions

- Do you think you've been primarily managing your time or investing it? How has Elizabeth's encouragement to focus on time investment and work-life brilliance changed how you think about your daily activities?
- Have you noticed any of the crippling emotions keeping you from feeling peaceful and investing your time well? If so, which ones and which mental shifts or essential actions have helped you most in overcoming them?
- Elizabeth emphasized the importance of empowering mental patterns to achieving your time management goals in Chapter 3. Did that surprise you? Did you uncover a way of thinking about or responding to situations that has held you back from success?
- Did you find it difficult or easy to write your personal definition of success? How will this clarity on your priorities influence your time choices?
- What part of the chapter on Realistic Expectations resonated with you the most? If you've started to adjust expectations, have others noticed a change in you? Has their support come naturally?
- How did you respond to the advice that strengthening simple routines was the key to your success? Do you love routines or have an inner routine rebel? Have you made any changes to your personal or professional routines since reading this book?
- Elizabeth provided a very detailed step-by-step guide to creating your own custom routines. Was that helpful or overwhelming to you? Were you able

- to create a custom routine or try out a done-for-you routine? If so, what were the results?
- Which concept is most challenging for you to implement or accept? Do you think increased accountability could help you achieve your desired results? If so, what would that look like for you?
  - Elizabeth claims that there are two different time personalities. Do you agree? Have you seen these time personalities cause conflict in your life? Have you tried out any of the techniques in the book to reduce drama? If so, what were the results?
  - What did you find most valuable about this book? Would you recommend it to others? If so, who?

## **Book Club Formats**

If you're just starting your group or looking to modify its structure, here are ideas on how you can approach reading *The 3 Secrets to Effective Time Investment*.

- Meet weekly over lunch and discuss one chapter from the book. If you choose this format, you can also talk through the journaling questions.
- Meet after one or two months and discuss the entire book. Following the initial book discussion, decide on a few key points you will implement and report back on briefly at the next book club meeting.
- Create a total disconnect policy, like Boston Consulting Group's Predictable Time Off, so you can be fully engaged in the discussion.

## **Fun Activities**

- Have someone in your group present a personal or professional challenge. As a team, use the tools and resources from the book to help him or her develop a solution to try out.
- Elizabeth discusses the importance of gratitude and treating one another kindly, just as you would treat a friend. At your meeting have everyone draw a name of one of the other group members. Then at the next meeting, each person should bring a note of gratitude for his or her designated person.
- Choose one of the personality tests to take and share your results with the group. What did you learn from the descriptions of your personality? Did you agree with the assessments?
- "Layer" activities and combine your weekly book discussion with a brisk walk outside or an elliptical workout at the gym.

**For more time investment tips, go to [www.ScheduleMakeover.com](http://www.ScheduleMakeover.com)**