

Teachers 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 chapter summaries and questions for classroom discussion, assignments, and fun independent research activities. I know you and your students will find the content transformational and so appreciate you supporting one another in reading this book.

To your brilliance!
Elizabeth

Chapter Summaries & Discussion Questions

Consider using some of the journaling questions from the end of each chapter for discussion, or requiring the bold words to be defined and used as vocabulary terms.

Chapter 1- Effective Time Investment

The **Seductress of Overwork** can be just as tempting as the **Couch Potato of Ambivalence**, but everyone has a choice about how they invest their time. Saunders outlines **3 Time Truths** and corresponding **Secret Solutions** for each, which she further explains throughout the book.

- 1.) Time is limited. The solution: **Clarify Action-Based Priorities.**
- 2.) Reality always wins. The solution: **Set Realistic Expectations.**
- 3.) Habit patterns rule. The solution: **Strengthen Simple Routines.**

Elizabeth's **work-life brilliance** technique takes into account a variety of factors including **time personality**, and even ADD. The **impact of time investment choices** exercise helps readers understand why investing their time more effectively matters to them personally.

Creating **balance** isn't about rigid set of rules or perfection. It's about **incremental steps** and adjustments to create **positive habits**. You can develop **routines** that help you do what you really want even if you don't always feel like making the best choices in the moment.

Discussion Questions:

Discuss a time when you have been visited by the Seductress of Overwork. Describe a time when the Couch Potato of Ambivalence visited you. Discuss what external and internal factors played a role in their visit and whether or not you decided to welcome their company.

Elizabeth uses qualitative and quantitative data to discuss the impact of time investment choices. For quantitative support Elizabeth mentions a study about the risk of heart attacks after working long hours. Do your own research. Find another study and specific data from a reputable source about the effects of good/bad time management. What surprises you about your findings?

Explain the difference between longing and wanting. Provide examples from your own life. What specific steps can you take to effectively transition from being driven by a personal longing to a positive want?

Elizabeth and Michael talk about the investment of time. Define time investment. Do you think you are currently wasting, spending, managing or investing your time?

Chapter 2- Break Free: Overcoming Crippling Emotions

Life is like a marathon, and our emotions are like our crippling injuries. Therefore, our emotions play a significant role in achieving time investment goals. Remember the emotions versus rational thought, **elephant and rider example**. No matter how **rational** (the rider) may be, **underlying emotions** (the elephant) can take control if they're not addressed.

Identifying **crippling emotions** is the key to getting to the root of your time investment challenges. Left unaddressed, these sometimes **hidden emotions** can completely sabotage your best time investment intentions.

From overwhelm to guilt to fear, you must learn to recognize the **red flags** so that you can make the **mental shift** from **harmful** to **helpful thought patterns**, and take **essential actions** in order to break free. The goal is to saturate your brain with a new way of thinking that will in turn create a new, better **emotional response**.

Discussion Questions:

Interpret the quote at the beginning of the chapter. "People change what they do less because they are given analysis that shifts their thinking than because they are shown a truth that influences their feelings." What does Elizabeth discuss in this chapter that relates to or supports this quote? How have you seen this to be true in your own life experience?

How can emotional and mental shifts help overcome time investment challenges?

Discuss the Elephant and Rider example. What solutions does Elizabeth provide for when the rider and elephant disagree on which ways to go?

Chapter 3- Stay Strong: Empowering Mental Exercises

After letting go of negative emotions, **mental exercises** and **mindfulness techniques** allow you to take a proactive approach to increasing **positive emotions** in your life. These techniques make you less vulnerable to pain caused by negative circumstances- and give you a greater ability to push them out if they do intrude. Recall the **Play-doh versus bouncy ball** example.

Tune in and strengthen **gratitude, optimism, confidence, and peace**, using tools such as **affirmations** and **mind time** for a wide variety of benefits. Gratitude allows you to enjoy the reality around you, optimism gives you hope for good things to come, and affirmation gives you confidence in yourself.

Affirmations help to saturate your mind with positive messages about who you are and what you do- like getting a good song stuck in your head. **Mind time** is any activity where you set aside time to get lost in your thoughts. This peace gives you the ability to gain **perspective** and choose your response to what happens to you instead of succumbing to an **automatic stress response**.

Discussion Questions:

What do affirmation, mind time, optimism, and gratitude have in common?

What emotions did Elizabeth experience on her Uganda trip? Give an example of how a specific emotion could be both positive and negative depending on the response and situation.

Explain the Play-doh versus bouncy ball philosophy. Which one best describes your typical emotional state?

What mindfulness techniques did Joanna practice in her transformation? Give an example of the positive effects she experienced.

Chapter 4- Secret #1: Clarify Action-Based Priorities

Poor Rob. When you allow other people to spend your time for you instead of investing in yourself, you too are **getting "Robbed."** Because time is limited, the only way to achieve more success with less stress is to invest in your priorities. It's key that these are **clear, action-based priorities.**

To help identify your priorities, create your **personal definition of success.** This is not the success as defined by society, friends, coaches, or doing everything "right." For, as Elizabeth reminds us, we are most satisfied and able to unleash our greatest potential when we are aligned with not only with what we want to do, but also who we want to be. Clarifying action-based priorities gives you the ability to use them as a **decision-making filter** for your life and **time investment decisions.**

Even when life throws you a curve ball, such as a promotion or an illness, use the **Dynamic Priorities Model** to balance and re-balance because **time capacity** is **static** and life is **dynamic.**

Discussion Questions:

Define "clarified action-based priorities." Give an example.

Summarize your personal definition of success. Pick at least two prompts from each category of Elizabeth's questions, "Start Pondering" and "Write Priorities." Also respond to one of the three subconscious mind prompts.

Describe Maslow's Hierarchy of Needs. Provide an example from your life for each category of the hierarchy.

Research the benefits of sleep. Site data and give specific quantitative examples.

Describe a time-investment decision that you've recently made. What criteria did you use to make the final decision? Is there anything about your decision making process you would like to adjust in the future? How?

Review the section on Eric Farkas and priorities-based decision making. Compose your own priority chain or create another visual aid to describe and order priorities.

Chapter 5- Secret #2: Set Realistic Expectations

Reality always wins. You can fight it or you can join it. But you will only feel good about what you achieve in a day when you embrace the reality of your situation, so the key is to **set realistic expectations**. This is broken down into three parts:

- 1.) **Set:** to adjust to a desired position
- 2.) **Realistic:** tending to or expressing an awareness of things as they really are
- 3.) **Expectations:** strong beliefs that something will happen or will be the case in the future; these have a huge impact on your interpretation of results of activities.

Letting go of **comparison, perfectionism, guilt, and resentment** of others, are keys to setting realistic expectations. The **INO method** is a tool to help categorize types of activities as **investment, neutral, or optimize** activities. Use the **3E Technique (Empathize, Evaluate, Encourage)** to help process any **critical thoughts** that may come to mind.

Remember, setting realistic expectations is just as important professionally as it is personally. Even large corporations such as Deloitte strive to set realistic expectations to promote **employee productivity and satisfaction**.

Discussion Questions:

What common emotions, as discussed earlier in the book, accompany the "not-so-realistic expectations" column?

How does the INO technique help overcome perfectionism and help you to set realistic expectations?

Pick a company to research. Do they take a macro approach to setting realistic expectations? If so, how? Does the environment leave employees financially rich, yet time broke? What suggestions do you have for improving the company culture? What time investment strategies can the company as a whole, as well as the individual employees, implement?

Create two dialogues about setting expectations between a teacher and a student: one where the teacher is approaching the classroom about her needs, and the other where the student is approaching the teacher about her needs.

Chapter 6- Secret #3: Strengthen Simple Routines

As Elizabeth describes her personal **morning routine**, it becomes clear that **habit patterns** rule. **Strengthening simple routines** is key for creating habit patterns to increase a sense of control and balance.

Small incremental changes can be applied to almost all daily tasks from when, where, and how often email is checked to preparing lunch to a bedtime routine.

Even the COO of Facebook uses simple routines to stay aligned with her personal and professional priorities. With **intentional practice**, you can pacify the voice of your **inner routine rebel** and get more done with less stress.

Discussion Questions:

What role does habit play in strengthening simple routines or vice versa?

How do routines help a person have more freedom and flexibility? Where could routines help you move forward in your life?

Explain why someone might feel like a routine rebel. Can you relate or do you tend to like routines?

Chapter 7- How to Create Your Own Routines: A Step-by-Step Guide

Elizabeth describes how to **create your own routine** and make a **simple project plan** using her provided **templates** and the **four action steps**:

- 1.) **Prepare for Action- clarify actions**, ready supplies, create ideal environment, learn skills
- 2.) **Anticipate Everything- set realistic expectations**, define the first step with a **start time** or **trigger**, acknowledge **preventable** and **unpreventable barriers**
- 3.) **Practice the Routine- create a tracking system** to encourage yourself
- 4.) **Review, Reward, and Recalibrate-** make adjustments where needed

To successfully integrate new routines, use a strategy that fits your **personality type** and **natural inclinations**, such as the **building change strategy**, or the **embracing change strategy**.

Discussion Questions:

Summarize each of the four action steps and provide specific examples.

How does the concept of "clarifying action based priorities," as described in chapter four, relate to the first step of creating routines?

What is one of the biggest reasons people have failed launches of new routines? How can this be avoided?

Describe the difference between "start times" and "start triggers," and the role that "defining the first step" plays in each.

How can you make "what comes after the routine?" a part of your routine?

Choose one of each of the "Quick Reference Done-For-You Routines." Then modify the routine to fit your personal needs and priorities.

Chapter 8- Be Accountable: Support for Lasting Change

Accountability to yourself and others is key to lasting change and achieving accomplishments that push you beyond your comfort zone.

While **feedback** may be intimidating, it helps you gain perspective on where you stand and how you might need to rebalance. It also can help you stay aligned with your **personal definition of success**. Whether one-on-one, or in a group, the key to keeping yourself and others accountable is **honesty** and **transparency**.

Even on a large scale, such as **leadership development training**, accountability matters. Recall the Marshall Goldsmith example, and the steps other large corporations, such as Adobe and Boston Consulting Group, have taken to build **structural support** for employees.

Discussion Questions:

Describe the importance of follow-up and accountability.

How do you experience accountability in the school environment? At home? At work?

What routines, tools, and techniques as discussed earlier in the book did Elizabeth implement to help achieve her goal of writing a book proposal and publishing a book?

Chapter 9- Time Peace: Reduce Time-Caused Drama

Due to their different **time personalities**, Lucy and Jason's dinner date didn't go as either had anticipated. Whether you're a **planner** personality, or a **spontaneous** personality, Elizabeth describes how to reduce **time-caused drama** in personal and professional relationships.

Even though it's tempting to want to change or "fix" the person you're having a conflict with, Elizabeth's approach to **time peace** examines what you can change about your own reactions before addressing issues with others.

Remember, **timing** is critical. Instead of retreating or exploding, find **empowerment** with Elizabeth's **conversation techniques** and **four recovery steps** for moving on when you end up disappointed, frustrated, or angry.

Discussion Questions:

Describe a time when you've experienced a time personality conflict. What time personality are you? What was the other person's time personality? Write about the same situation from the other person's perspective.

Review the personality types and emotional responses and triggers as discussed earlier. Which of these tend to apply to planner types? Which apply to spontaneous types?

Discuss the four recovery steps for moving on after time-caused drama. Provide examples from your own life when you implemented these steps. Or remember a recent conflict, and think about how you could have used these techniques to create a more positive outcome.

In the commencement speech by Adrian Tan, he addresses the idea that, "*Modern society is anti-love. We've taken a microscope to everyone to bring out their flaws and shortcomings.*" Defend this position with real-world examples from a macro-perspective. From a micro-perspective, describe a personal experience where you have been a part of or witnessed the opposite. What challenges did you face? What steps do you take/can you implement, to find peace, acceptance, and love for yourself and others on a daily basis?

For more time investment tips, go to www.ScheduleMakeover.com