



# 10 Top Time Management Hacks & Tools

For Effective Entrepreneurs, Investors & CEOs

Created by Black Belt Investors, exclusively for Ignite Summit 2017

Need to get more done? Need more output for your hours in? This is the list for you...

We all have the same number of hours in the day. The difference between the greatest achievers, and the rest is what we do with it, and how efficient we are with our time.

Light up your results and life with these top ten time management hacks, tools, and tactics.

## 1. The One Thing To Do List

One of the biggest time killers is simply being overwhelmed with trying to do so much. If you've got a long to-do list you can freeze up, waste time figuring out what to work on next, or overlook the important amongst mountains of post-its, calendar notifications, and notes. Head of the world's largest and fastest growing real estate brokerage, Keller Williams, Gary Keller, recommends a one thing to-do list. Cut everything else out. Work on the one most important thing right now. Don't worry about anything else, until you've done that. What one thing can have the most impact in gaining traction toward your goals today?

## 2. Freedcamp

Freedcamp is one of a number of online project management tools you can use. It makes sharing to-do lists, delegating, getting progress reports, and instilling accountability easy. It's free too!

## 3. Virtual Assistants

What is your income goal for this year? If it's \$1M, that is about \$480.77 per hour. If you are still doing tasks that you can delegate for less than that, you must. Otherwise you'll never hit your goal. Whatever your number is, back out the math, and delegate down. You can use virtual assistants for just about everything today from booking flights and hotels, to making restaurant reservations, to building your social media following and managing it, to buying gifts, managing your phone calls and email, and hiring other team members.





#### **4. Active Down Time**

You may work intensely, with great hustle most of the time, but no matter how much you love what you do, you've got to take breaks. You have to give yourself some downtime, and be proactive about scheduling it in. Leave the phone at home and hit the boxing gym for an hour, head to the beach to try paddle boarding, or grab last minute tickets to somewhere tropical. It's often in these periods that we find our "Eureka!" moments. If you really need time to think and plan for business, then book yourself into a hotel or resort for a couple of days without distractions. These mental breaks and active rest periods are crucial for enhancing productivity and can lead to the big leaps you really want.

#### **5. Harvest**

The Harvest time app is great for clocking your time. It is a time tracker that you can check back on to see exactly how many minutes and hours you've spent on a specific or category of tasks. Use that to evaluate the ROI you are achieving on your time, and to recalibrate if you are spending too much time in some areas, and not enough in others.

#### **6. Passive Income Investments**

Passive income investments help hack time, and enable you to bring in income in your sleep, and far beyond what you could earn per hour in any profession. Don't wait till you make it to start investing. Invest first, and use the time it buys you to work on other things you are passionate about.

#### **7. Eliminate Meetings**

There is a time for connecting in-person, networking, and spending time with other business people. In fact, that is vital to your success. However, 99% of meetings are a major time and money waster. If you have 10 team members making \$50 an hour, and you meet for an hour a week, you invested \$500 in that meeting, plus maybe \$500 of your own time. That doesn't include prep time, and time wasted getting in and out, and switching tasks. This applies whether it is in your office or on the phone. Are you really generating a good return on that meeting which might be costing you \$1,500 per week? That's \$78,000 a year. Could it have been handled by an email? What about collaborating with notes in Google Drive, or via Facebook's new Workplace?





## **8. Crank Up the Pressure**

One great way to light a fire under yourself is to apply more pressure. All too often we get comfortable. We are making enough to pay the bills, spoil ourselves with venti Frappuccino's, and a day off a week, but are we really working at our full potential? If not, we are just wasting time. Change that dynamic by setting the bar higher, making huge commitments, and tighter deadlines. You'll be surprised at what you can accomplish.

## **9. Siri**

Okay, it's not the newest technology, but when you are constantly in motion, using voice recognition tools like Siri to find what you need and transcribe messages you can more effectively multitask, and win more time.

## **10. PPC**

Some entrepreneurs and businesses are spending way too much time designing and working on complicated sales funnels, which actually just drag things out. Paid ads can be a powerful way to generate more leads right now, and fuel your business, while longer term strategies do their job in the background.

