



THE 5 OBSTACLES TO TIME MANAGEMENT AND HOW TO OVERCOME THEM



	OBSTACLE	RESPONSE
1	I DON'T FEEL COMFORTABLE WHEN I'M NOT WORKING.	For workaholics, free time is a strange experience. All your daily habits go against it. So, naturally, it feels uncomfortable. That's why it's important at first to schedule your Free Days™ and fill them up with activities — the same as you do with workdays. This way, Free Days feel more normal.
2	I DON'T HAVE A GOOD ENOUGH TEAM TO TAKE FREE DAYS™.	If you're not taking Free Days, how can you know? Most entrepreneurs are usually surprised by how their teams take responsibility and control when they're away. If you provide them with proper training, guidelines, and a clear-cut game plan, they'll do remarkably well without your being there.
3	I CAN'T SEE HOW BUFFER DAYS™ ARE VALUABLE.	Think about everything that will be necessary to make your next Focus Day™ as productive as possible and your next Free Day™ as rejuvenating as possible. Schedule Buffer Days to handle all the details and tasks that will result in the best possible Focus and Free Days.
4	MY BUSINESS IS TOO UNPREDICTABLE TO PLAN FOCUS DAYS™.	Simply schedule a Focus Day and take it, doing everything according to plan. Announce that you can't be disturbed and that you'll deal with anything unpredictable tomorrow. If you do this once, you'll see that it can be repeated and become habitual.
5	IF I'M NOT THERE, THERE'S NO INCOME.	This means that your business will need to improve so there can be income flowing when you're not there. This requires increasing the knowledge, skills, responsibilities, and authority of your support team and bringing in other income producers. Free Days will give you the opportunity to try this.



THE TIME SYSTEM BREAKTHROUGH

FREE DAY™ AUDIT

How well am I ...	NEEDS IMPROVEMENT					EXCELLENT
1. Scheduling my Free Days™?	1	2	3	4	5	
2. Planning/taking structured Free Days?	1	2	3	4	5	
3. Planning/taking unstructured Free Days?	1	2	3	4	5	
4. Protecting my boundaries with the office/clients?	1	2	3	4	5	
5. Taking personal time for myself?	1	2	3	4	5	

BIGGEST OBSTACLE	IMPROVEMENT IDEA	FIRST ACTION

FOCUS DAY™ AUDIT

How well am I ...	NEEDS IMPROVEMENT					EXCELLENT
1. Scheduling my Focus Days™?	1	2	3	4	5	
2. Planning my Focus Days 2-3 weeks in advance?	1	2	3	4	5	
3. Being protected from distractions?	1	2	3	4	5	
4. Having back-up Focus Activities in case of cancellations?	1	2	3	4	5	
5. Reviewing/updating my Focus Activities every quarter?	1	2	3	4	5	

BIGGEST OBSTACLE	IMPROVEMENT IDEA	FIRST ACTION

BUFFER DAY™ AUDIT

How well am I ...	NEEDS IMPROVEMENT					EXCELLENT
1. Scheduling my Buffer Days™?	1	2	3	4	5	
2. Providing leadership and direction to my team?	1	2	3	4	5	
3. Cleaning up messes and closing open files?	1	2	3	4	5	
4. Taking time to develop new capabilities?	1	2	3	4	5	
5. Preparing for Free or Focus Days?	1	2	3	4	5	

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