

# The **TIME** **CHALLENGE**

**MODULES 1-5**  
incl. Activity Sheets

Making  
Every Moment  
In Life  
**COUNT**

**Self-Study Coaching  
Program**



*The Time Challenge*  
*Making Every Moment in Life Count!*

# ***The Time Challenge***

*Making Every Moment in Life Count!*

## ***Self Study Coaching Program***

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***Modules 1-5***  
***(incl. Activity Sheets)***

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## ***Module #1 – Being a Good Time Manager***

Welcome to the coaching program on "*The Time Challenge – Making Every Moment in Life Count.*"

From this program you will walk away with a powerful collection of tools to help you identify your peak performance hours, prioritize what matters most, and say ‘no’ to distractions so that you can feel your most productive, efficient and organized.

When it comes to time management, there are three essential elements to becoming a good time manager. In this coaching program, you will cover all three of these essential parts:

1. How you *organize your time* which includes working on your most important tasks during the times you have peak energy, and making good use of your lower energy times.
2. How you *prioritize your time* by identifying the important tasks you want to accomplish and working on them first.
3. How you *eliminate distractions* by avoiding common time distractors that drain you of your energy and keep you from accomplishing what matters the most.

**Your journey begins with Module #1 and what it means to be a good time manager.**

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**[Exercise]**

*"So much to do, and so little time"*. This is a common phrase we have all uttered at some point in our lives.

Now it may not seem like it, but we really do have a choice in how we spend our time. The fact is there is enough time to do what's *most important* to us. This means we just have to become masters of how we use our time, and that's what you are going to explore during this coaching program.

Let's start by you imagining that you are going to a local networking event for your work or business, and you will be introducing yourself to all the other members. Aside from your name, what information might you tell them? And if you only had enough time to mention a few things, what would you choose to share?

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You have 30 seconds to decide from this list below which five pieces of information you would share:

- Favorite color
- Unusual hobby
- Pets
- Age
- Where you live
- Where you were born
- Favorite meal
- A food you don't like
- Shoe size
- How would you spend your lottery winnings
- Dream place you'd visit
- Favorite movie
- A celebrity you'd be mistaken for
- Favorite sport
- Birthstone
- Favorite season
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To get the most from this activity, do not take longer than 30 seconds to decide.  
When you have decided, return to this module.

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**[Questions - Self Evaluation]**

*Answer the debrief questions below, then continue with this module*

- Which 5 bits of information did you choose?
  
- How easy or difficult was it for you to choose five pieces of information knowing you only had 30 seconds to decide?
  
- What criteria, if any, did you use to determine the five pieces of information you selected?
  
- How does having to choose one thing over another relate to the topic of time management?
  
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“Each of us has been given only 24 hours in our day even though we act as though our time is unlimited. The fact is, none of us has enough time to do everything, but we can do what we **do want to do**, and that means we must prioritize our activities. This is no different than having to prioritize what you would tell others about yourself; you have to focus on what’s most important.

Good time management is all about prioritizing what matters most, then pursuing those things, and not concerning yourself with the rest.”

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**[Exercise]**

Everyone's energy timetable is different. Some of us are morning people; others are night owls.

One secret to effective time management is to find those times of high-energy or 'prime energy,' and make sure you are organizing important tasks around these times. It is during times of 'prime energy' that you will find yourself to be most alert, most enthusiastic, and most creative.

**Take out Worksheet #1 – My Prime Time**

Think of a typical day in your life with which to graph your energy level. Place a dot in the box that best represents your energy during each hour.

Work quickly on this, not thinking too hard about precisely identifying your energy level during each hour. A general assessment will do.

Next, draw a line to connect the dots.

*Then return to this module*

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**[Questions - Self Evaluation]**

*Answer the debrief questions below, then return to this module*

- What did you notice about your energy levels throughout the day?

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- Prior to this activity, how aware were you of your prime energy and low energy times?

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- How effectively do you manage your prime energy time so you spend it on tasks that are most important?

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- What gets in the way of you using your prime energy time for your most important tasks?

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## **[Exercise]**

It's important to develop effective strategies for organizing your time and your energy. The good news is that you can take advantage of some simple time management steps to help you do this. Let's look at what these steps are

### **Take out Worksheet #2 –**

### ***The Four Steps to Being an Effective Time Manager***

*Read the summary on being an effective time manager and take notes on the worksheet of what resonates with you most.*

## **The Four Steps to Being an Effective Time Manager**

To be an effective time manager, take these steps to make the most of your limited time and energy.

### **#1 - Identify Goals**

Goals enable us to identify important tasks, projects and desired outcomes. They help us stay motivated and on track. When we don't have goals, or at least a daily "**To- Do**" list, our days are at risk of veering off course with any distraction that comes along.

## **#2 – Set Priorities**

The objective of time management is to allocate time more wisely. This step involves identifying priority tasks you must accomplish if you want to reach your goals.

Knowing priorities will do two things:

- 1) It gives you something to focus on so you can develop a plan of action in advance.
- 2) It helps you set up a schedule that effectively utilizes your prime energy times.

## **#3 – Make a Plan**

One of the best ways to waste time is to have no plan or priorities. We are usually far less productive without a plan and spend time working on things that do not move us toward our goals.

## **#4 – Monitor Your Activity**

It's critical to be aware of anything that's preventing you from accomplishing your plan, your priority tasks, and ultimately your important goals. By monitoring your activities, you can be sure that distractions and interruptions aren't derailing you.

And if they are derailing you, you can do something to minimize or eliminate them and get back on track.

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**[Questions - Self Evaluation]**

*To complete this module, answer the following questions*

- What do you struggle with most when managing your time?

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- How does this impact your productivity?

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- Which of these steps will benefit you most?

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## **Module #2 – Prioritizing Your Time**

Welcome to Module #2 of the coaching program on “*The Time Challenge.*”

Once you have organized your tasks and aligned them with your peak energy times, you can now look at the second essential part of time management, which is how you prioritize your time.

Effective time management requires that you make wise choices when setting priorities. But prioritizing can be challenging, especially when we think everything we have to do is important.

But is everything really important? Let’s explore this further.

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### **[Exercise]**

Managing time effectively entails identifying goals, breaking those goals into tasks, and then prioritizing those tasks. This requires you to first create a thorough to-do list of your tasks so that you can then prioritize them. By prioritizing, you are making sure you accomplish the most important tasks first.

**Take out Worksheet #3 – Master To-do List (2 pages)**

*Complete steps 1 through 3 on the worksheet. Then return to this module.*

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Complete the following steps to create a master to-do list and prioritize your tasks.

Step 1 – Create a master to-do list of your tasks. Write down the tasks, both mundane and critical, that you need to accomplish over the next 24 hours. You can use your daily planner if needed. Don't rank the items at this point. Do include your routine tasks.

Step 2 – What can be delegated? Identify those tasks that could be removed from your lists because you can delegate them to someone else. No need to identify who the task could be delegated to; it's enough to just know that the task can be delegated.

Step 3 – Categorize remaining tasks. Next you will categorize the remaining tasks according to each task's importance and urgency.

Review these definitions to help you prioritize:

- **Important & Urgent**
  - **'Urgent' tasks** – cause us to react; we stop what we're currently doing and address these tasks instead. These can be important tasks, like a medical emergency, or unimportant tasks, like an email from a client needing something now.
  - **'Important' tasks** – lead us towards our overall life goals, which typically require planning, organization and initiative. These can be urgent tasks, like filing our taxes on time, and non-urgent tasks, like goal setting for the future.

▪ **A, B, C Prioritization**

○ ***A: Important and Urgent***

These are tasks that are important and also need to be done immediately.

- Examples of Important and Urgent are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today.

○ ***B: Important, but Not Urgent***

These are tasks that are important but do not need to be done right away.

- Examples of Important, but Not Urgent are: weekly planning, long-term planning, exercising, family time, hobby, studying, meditating.

○ ***C: Urgent, but Not Important***

These are tasks that have urgency to them, but are not important.

- Examples of Urgent, but Not Important are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help.

○ ***Not Urgent and Not Important***

These are tasks which are neither urgent nor important.

- Examples of Not Urgent and Not Important are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees.

*Now, assign the ABC prioritization system to prioritize our tasks.*

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**[Questions - Self Evaluation]**

*Answer the debrief questions below, then return to this module*

- How many tasks did you assign an A to? How about a B?

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- What kinds of tasks were given a C?

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- What kinds of tasks did you decide were neither important nor urgent?

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- To what extent do non-designated tasks populate your to-do list? What's the implication of this?

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With your Master To-do List complete, and tasks categorized along the lines of importance and urgency, you can now further determine which tasks are the most important.

By ranking task importance within a category, you can make sure your limited time is being dedicated to what matters most.

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**Take out Worksheet #4 – Time Management Grid**

Time Management Grids are a powerful way to think about how to prioritize your tasks.

There is a constant pull on your time between tasks that are important and tasks that are urgent. The problem with important tasks is that they often do not have to be done right away; whereas urgent tasks call for immediate action. As a result, you seem to be busy, but may still feel like you aren't achieving anything of any real significance.

With a Time Management Grid, you get a visual representation of your tasks from the criteria of both importance *and* urgency, and can then determine how best to prioritize them.

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Take the items you have prioritized on your *Master To-do List* in the last activity and place them on the Time Management Grid in the appropriate categories.

Again, the 4 categories are:

- **Top Left: A: Important and Urgent**  
This is the Crisis Zone which represents tasks that are important and also need to be done immediately.
  
- **Bottom Left: B: Important, but Not Urgent**  
This is the Goals and Planning Zone which represents tasks that are important but do not need to be done right away.
  
- **Top Right: C: Urgent, but Not Important**  
This is the Interruption Zone which represents tasks that have urgency to them, but are not important.
  
- **Bottom Right: Not Urgent and Not Important**  
This is the Distraction Zone which represents tasks which are neither urgent nor important.

***When complete, return to this module***

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The Time Management Grid can help you more effectively schedule the tasks you need to complete, and thus, use your time more wisely.

Completing your most important A tasks will contribute to a feeling of accomplishment, so remember to plan to do your A tasks during your peak energy times of the day.

While you may only want to concentrate on A tasks, these often take a lot of time and effort. Consider spending your time on a mixture of tasks, such as three A's, two B's, and one C in a prioritized schedule.

**Now, continue to Module #3 to explore the third essential part of time management, which is to eliminate distractions.**

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## **Module #3 – Eliminating Distractions**

Welcome to Module #3 of the coaching program on “*The Time Challenge.*”

During your life, have you ever been distracted by something? It's a question that's almost laughable, right?

All of us get distracted **numerous times every single day.**

As a result of all these distractions, your time slips away, and some days you may feel that you got nothing accomplished of any real significance.

This module is all about becoming more aware of those annoying time distractors and how you can nip them in the bud before they zap all your time.

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**[Exercise]**

**Take out Worksheet #5 - What Do You See?**

Take a look at the image on the worksheet.

*What do you see?*

*Answer the questions on the worksheet, then return to this module.*

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When looking at the image, you saw either the chalice or the faces, depending on which image space you focused your attention on.

By focusing on one image, the other image fades, and vice-versa. The human mind can see both images, but it can only see them one at a time. This happens because our brains are not capable of thinking in parallel.

There is a cost associated with having your attention go back and forth between two things. Every time you switch your attention back and forth, it takes extra intellectual effort to regain your previous state of concentration.

We often fail to recognize that the time it takes to regain our concentration is part of the total time we have lost as a result of being distracted. This means that those little distractions and interruptions you put up with in your life aren't really so little, as they have huge time management implications.

Now it's time to recognize some of the common time distractors you face and their impact. By identifying these common time distractors you can take steps to minimize them and thus reduce their impact.

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**[Exercise]**

The motivation behind effective time management is to get more done within a shorter amount of time. This leads us to the third essential part of time management which is to eliminate distractions which can be very time consuming.

Distractions of all kinds will decrease your concentration and keep you from completing important tasks. Let's identify some distractions you may need to address in your life.

**Take out Worksheet #6 – Time Distractors (2 pages).**

1. Reflect on and identify all the major time distractors in your life and record them on your worksheet.
2. Then, rank the top five distractors that have the biggest impact on your productivity.

*When complete, return to this module*

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Next, select one of your biggest time-sucking distractors and brainstorm on your worksheet as many ideas as possible as to how to better manage that distractor.

When you have finished brainstorming, circle, underline, or highlight one or two ideas that you would be willing to implement that would benefit you most.

*When complete, return to this module*

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**[Questions - Self Evaluation]**

*To complete this module, answer the debrief questions below.*

- What insights did you gain from writing all your time distractors?

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- What surprised you about your top 5 distractors?

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- How does it feel to have a variety of ideas at for dealing with your time distractors?

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## **Module #4 – Time is Money**

Welcome to Module #4 of the coaching program on “*The Time Challenge.*”

You have come a long way in this program, managing your time well by looking at:

- your prime energy times
- what it takes to be an effective time manager
- your master to-do list
- prioritizing your tasks
- what distractors steal your time and how to eliminate them.

In this module you will discover how limited and precious your time really is.

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**[Exercise]**

**Take out Worksheet #7 - Time is Money**

Imagine that you have \$86,400 to spend any way you wish. The only restrictions are:

- You cannot bank any of the money.
- If you do not use any of the money, you lose it.

Think about how you would spend the money. Enjoy thinking of how you would spend your money, and write your answer on the worksheet.

*Then return to this module*

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It's fun to think about how you would spend \$84,600.

But...how do you want to spend 86,400 seconds? This is the number of seconds you have in your day.

When we think about how we spend our time, we should consider spending it on those things that are as important to us as our money, something we don't like to waste.”

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**[Questions - Self Evaluation]**

*To complete this module, answer the debrief questions below*

- 1. How is spending time and money similar in your life?

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- 2. How does it differ?

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- 3. How are your thoughts about time impacted when you think of it in terms of money?

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- 4. Many times we can get our money back, but we cannot get back our time. How will you view time differently going forward?

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## **Module #5 – Locking It In**

Welcome to the Module #5, the final module of the coaching program on “*The Time Challenge.*”

Throughout the course of this program, you have discovered how limited and precious your time is. You have learned that if you can master the three elements to time management, you will be able to regain minutes and even hours from each day.

**To re-cap, these three elements are:**

1) *Organizing your time*

- You have to use your limited amount of time in the right way, by making sure tasks are getting done around the times when you have your biggest reserves of energy.

2) *Prioritizing your time*

- You have to use your time to work on the most important things you have identified first.

3) *Eliminating distractions*

- Organizing and prioritizing are certainly necessary, but it’s not the end goal of time management.
- You can never lose sight of the need to just roll up your sleeves, stay focused on what’s important, and avoid things that will end up derailing you.

**[Questions - Self Evaluation]**

For the final activity of this program, answer the debrief questions below.

*Then return to this module.*

- Which of these three areas will be the biggest challenge for you to change?

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- Which will be easiest?

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- How can you support yourself going forward to implement these three strategies to be more time efficient?

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- If you were to give a friend one tip on how to better manage their time, what would it be?

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Congratulations on completing the coaching program *The Time Challenge!*

You are now well equipped to go forth in your life with new insights and awareness for being more productive, less stressed and more fulfilled.

Remember to keep these tools at the forefront of your mind so you can avoid your previous time-sucking traps and develop new, time efficient habits.”

Whether at home, or your workplace, you will enjoy tremendous benefits from it. Implement your newly acquired knowledge and skills into your every day routine.

*For other Self Guided Coaching Programs, additional resources or to share with others, visit:*

[Vision2Goals.com](http://Vision2Goals.com)

Wishing you all the best and continued success,

*Hartmut Eggert*

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Inspiring & Empowering *you* to become the best version of *yourself*,  
so that *you* can:

- **BE** more
- **DO** more
- and **HAVE** more of what **YOU** deserve

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# Activity Sheets

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## Worksheet # 1 – “My Prime Time”

To identify your times during the day when you are operating with the highest amount of energy, complete the following energy graph.

- 1) Choose a typical day to graph your energy.
- 2) Below each hour of the day, place a dot in the box that best represents your level of energy for that hour.
- 3) Next, draw a line to connect the dots.
- 4) Examine your energy peaks and valleys as represented by the graph. The peaks will be those times during the day when you are likely to be at your best.

### Energy Graph

Energy y Level	Morning									Afternoon					Evening					Night					
	5	6	7	8	9	10	11	12		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Very High																									
High																									
Medium																									
Low																									
Very Low																									
Asleep																									

My ‘Prime Energy’ times are:

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Here are some helpful tips to taking advantage of your times of high-energy:

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## **Worksheet # 2 – “The Four Steps to Being an Effective Time Manager”**

Capture the four steps to being an effective time manager in these four spaces:

**1**



**2**



**4**



**3**



## Worksheet # 3 – “Master To-Do List” – page 1

1. **Create a master to-do list of your tasks.** In the space below, write down every single task, both mundane and critical, that you need to accomplish within the next 24 hours. Don't rank the items at this point, and be sure to include routine tasks as well.



2. **What can be delegated?** Identify those tasks that could be removed from your list if you delegated them to someone else. Scratch them off your list.

## Worksheet # 3 – “Master To-Do List” – page 2

3. **Categorize remaining tasks.** Prioritize tasks in order of importance and urgency according to the ABC prioritization system below:

Here are some key definitions you will need when prioritizing:

- *‘Urgent’ tasks* - cause us to react; we stop what we’re currently doing and address these tasks instead.
  
- *‘Important’ tasks* - lead us towards our overall life goals, which typically require planning, organization and initiative.

- 1) Place an “A” next to each task that you would consider **both important and urgent**. Some examples are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today.
  
- 2) Place a “B” next to those tasks you would say are **important, but not urgent**. Some examples are: weekly planning, long-term planning, exercising, family time, hobby, studying, meditating.
  
- 3) Place a “C” next to those tasks you would deem **urgent, but not important**. Some examples are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help.
  
- 4) Assign no designation to those tasks you see as **neither important nor urgent**. Some examples are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees.

## Worksheet # 4 – “Time Management Grid

Place the prioritized items from you master to-do list in the appropriate categories below. If more than one task ends up in a category, further rank the tasks in that category.

### **A: Important and Urgent**

#### **Crisis**

This zone represents tasks that are important and also need to be done immediately.

*Examples are: term paper deadline, taxes due, car breaks down, medical emergency, school principal calls, unexpected work project due today*

Tasks:

### **B: Important, but Not Urgent**

#### **Goals and Planning**

This zone represents tasks that are important, but do not need to be done right away. *Examples are: weekly planning, long-term planning, exercising, family time, hobby, studying, meditating*

Tasks:

### **C: Urgent, but Not Important**

#### **Interruptions**

This zone represents tasks that have urgency to them, but at the same time are not important. *Examples are: phone calls, text messages, some emails, co-worker asks for a favor, mom drops in unannounced & needs help*

Tasks:

### **Not Urgent and Not Important**

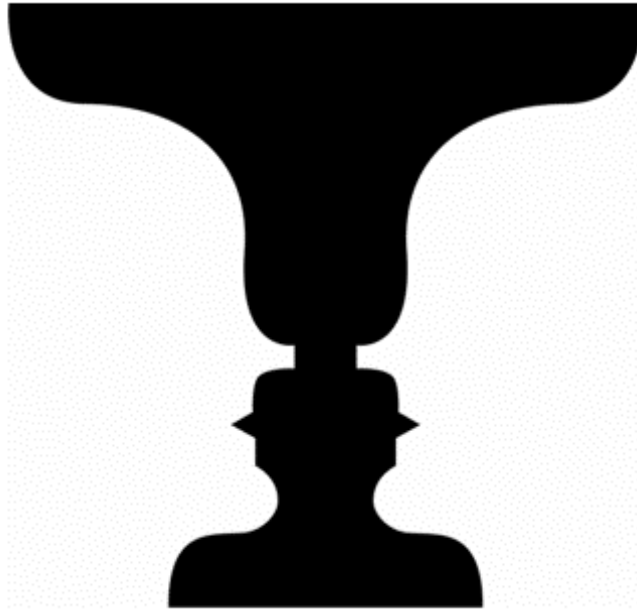
#### **Distractions**

This zone represents tasks which are neither urgent nor important. *Examples are: watching TV, mindlessly surfing the web, playing video games, scrolling through social media, gambling, shopping sprees*

Tasks:

## Worksheet #5 – “What Do You See”

At first glance, what image do you see? Look again, what else do you see?



If you look close, you will see both a chalice (in black) and the profile of two people (in white), depending on which image space you focus your attention on. When you focus on one image, the other image fades, and vice-versa.

While the human mind is capable of seeing two different things, it can only see them one at a time. This happens because our brains are not capable of thinking in parallel.

Answer the following questions:

- “What happens when you switch your focus back and forth between two things that are competing for your attention?”
  
- If you focus on only one thing at a time, how will that impact your productivity?

## Worksheet # 6– “Time Distractors”

- 1) Spend the next few minutes identifying all the major time distractors in your life. Some possible distractors are already listed for you below. Remember, time distractors are those things in your life that keep you from reaching your important life goals.

<b>Electronics</b>	<b>People</b>	<b>Self</b>	<b>Activities</b>
<input type="checkbox"/> Smartphones	<input type="checkbox"/> Talkative friends	<input type="checkbox"/> Random thoughts	<input type="checkbox"/> Paperwork
<input type="checkbox"/> Text messaging	<input type="checkbox"/> Needs of family members	<input type="checkbox"/> Thinking about personal problems	<input type="checkbox"/> Watching television
<input type="checkbox"/> Phone calls	<input type="checkbox"/> Hanging out with friends	<input type="checkbox"/> Intense emotions	<input type="checkbox"/> Listening to music
<input type="checkbox"/> Emails	<input type="checkbox"/> Visitors & guests	<input type="checkbox"/> Boredom	<input type="checkbox"/> Going to movies
<input type="checkbox"/> Social networking sites	<input type="checkbox"/> Social chatting	<input type="checkbox"/> Environmental stimuli	<input type="checkbox"/> Reading magazines & newspapers
<input type="checkbox"/> Surfing the Internet	<input type="checkbox"/> Coworkers	<input type="checkbox"/> Guilty pleasures	<input type="checkbox"/> Napping
<input type="checkbox"/> Video games	<input type="checkbox"/> Neighbors	<input type="checkbox"/> Eating junk food	<input type="checkbox"/> Playing sports
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

- 2) Once you have identified your major time distractors, rank the top five that have the biggest impact on you and your time

My Top Five Time Distractors are:

- 1.
- 2.
- 3.
- 4.
- 5.

## **Worksheet # 6 – “Time Distractors” - continued**

- 3) Finally, think of a common time distractor, and brainstorm some ways in which this time distractor could be better managed so that it doesn't stray you away from your important life goals.



- 4) Circle, underline or highlight one or two ideas implement that would benefit you.

## Worksheet #7 – “Time is Money”

# \$86,400

Imagine that you have to spend any way you wish. The only restriction is that you cannot bank any of the money and if you do not spend it, you lose it.

How would you spend your money?