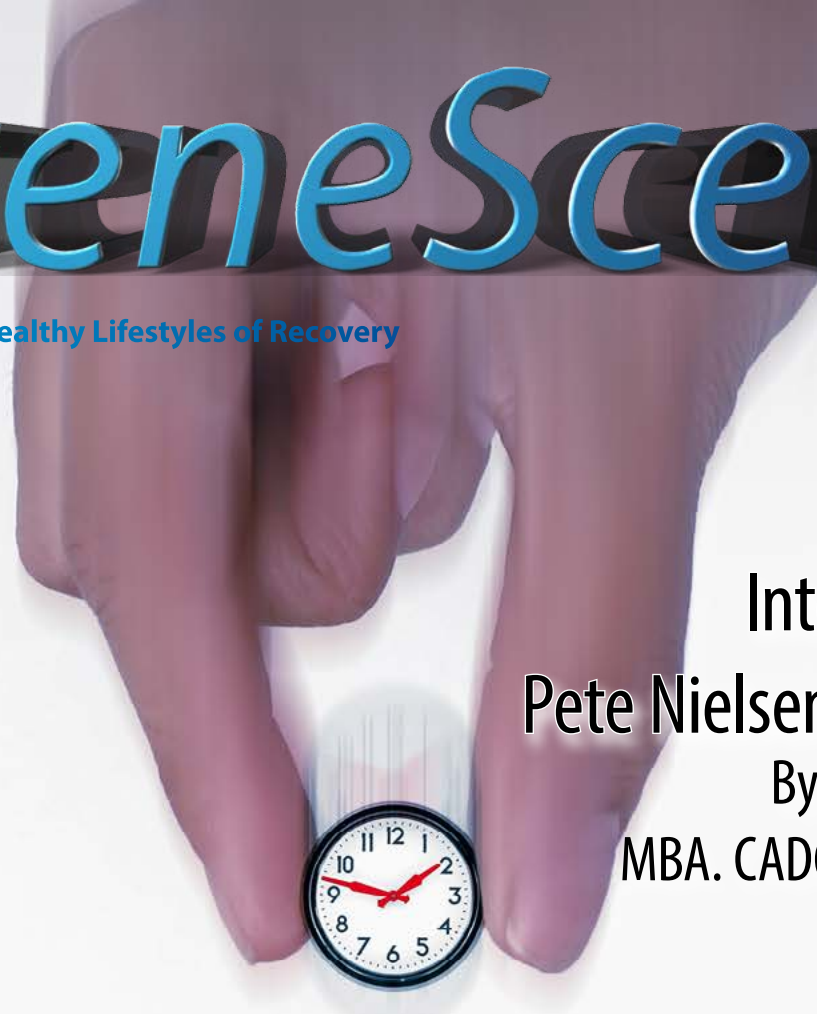


# SereneScene

Magazine For Long Term Healthy Lifestyles of Recovery

June 2014

A close-up photograph of a hand holding a small, round, black and white analog clock between the thumb and index finger. The clock face is white with black numbers and red hands. The background is a soft, out-of-focus light blue.

Interview with  
Pete Nielsen of CAADAC  
By Andrew Martin  
MBA, CADC II, SAP, CA-CCS

A clear glass piggy bank is shown, filled to the brim with numerous analog watches of various colors and designs. The watches are piled together, with some faces visible and others partially obscured. The piggy bank is positioned in the lower half of the cover, with its snout on the left and its tail on the right.

Effective Time  
Management for  
High Achievers, Part 1  
By Andrew Martin,  
MBA, CADC II, SAP, CA-CCS

12-Step Trek  
Worksheet

Treasure Your Mistakes  
By Marcia Ullett, MA, LMFT, CPC  
My Entire Life (The In-  
Process-ness of Recovery)  
By Sheryle Cruse

Long Term Recovery  
is Key to this Story  
By Jane K.



## Effective Time Management for High Achievers, Part 1

By Andrew T. Martin, MBA, CADC II, SAP, CA-CCS

### Prelude

"I just don't have the time to do everything  
I need to do."

"I have always wanted to do that but can't seem  
to make enough time."

"I don't have the time for a social life."

"There's just one last thing I have to do before I leave."

Do these sentiments sound familiar? If so, it is likely that you are a high achiever. As such, it is a part of your psychology to want to succeed at everything you do, and to continually seek new challenges to conquer. If you fit this description, read on and discover a tried and true method of time management that will change your life forever. One word of caution: effective time management is a serious endeavor that will require

your whole-hearted commitment and active participation in order to succeed. I promise you that Effective Time Management for High Achievers will produce results if you are committed to following each of the steps outlined in this process:

1. Build an Action Plan
2. Take Advantage of Existing Habits
3. Use Your Energy Wisely
4. Build a Day Plan
5. Schedule Tasks
6. Organize
7. Keep Your Schedule Current
8. Prioritize Objectives
9. Make Time To Review
10. Effectively Handle Interruptions
11. Keep The Commitment
12. Reward The Success

By following the instructions, you will find the preoccupation of wondering, "what else needed to be done" will virtually disappear. You will also find it possible to schedule time to take care of those projects that never seem to get crossed off the task list. One day a realization will come over you that you are all caught up on what you wanted to do: no last minute details to finish, no urgent surprises to handle.

I know these claims seem wondrous at the moment, but I assure you there is no fantasy in these statements. Many high achievers, all of whom make similar claims of finding "hours per day," have successfully implemented this time management program and continue to live by its teachings and principles.

### A Story from the Author

I am an entrepreneurial business owner, at times involved with several businesses. As such, I never seem to have time enough to complete the projects I wish to complete. However, I do have my projects organized and prioritized in alignment with my business and personal goals. As a result, I am considered by most to be a successful businessman with a balanced life and a healthy future. While I still do not have enough time to pursue all of the ideas and opportunities that surround my life, most people that know me would tell you I am the most productive person they know. I don't think this has anything to do with intelligence, upbringing, attention span or energy: I feel that the secret to productivity lies within a time management system.

As a result of my entrepreneurial spirit, I love to be involved in the creation of a business. In fact, I make the time to be involved in so many different projects that I would most assuredly go insane if I was forced to manage all my activities without an effective time management system. It was not too long ago when I was without a practical and effective time management system.

Going back a few years, I can vividly remember a time when the business was growing rapidly and everything about my professional and personal life seemed out of control. I was desperately trying to juggle all of those seemingly important items all at once. I was a generalist at all duties and a master of none. Physical and mental health was jeopardized as I incessantly pushed



harder to accomplish what I felt was needed on any given day. Then a revelation came to me on the day that would change my life forever.

While on an airplane, I began to reevaluate my personal and professional life. I wondered if things would ever get better, or if this was all I could expect from being a business owner. I asked myself if I should give up, or if I should try harder? I knew that I controlled my future, and I knew that I could succeed with enough effort. At that point I made a decision to reprioritize my life and take control of managing my efforts. Coincidentally, there was a brief article about time management in a magazine I was flipping through, so I made time to read the article while on the airplane. After reading the article it was clear to me that the key to balance in my life would be effective time management.

I began to gather time management information through books, seminars, magazine articles, audio and videotapes. I found a wealth of information in each of the programs, but I was not successful at implementing any of them. It seemed that I could not get ahead of my workload in order to get scheduled and then stay there. After all the information gathering and failed attempts at scheduling, I was still working twelve hour days from Monday through Saturday and I was working most Sundays as well.

Once again, I found myself on an airplane reevaluating my personal and professional life when I realized that I had built a devastating cycle that would prevent me from accomplishing what I wanted out of life. This time I asked myself, "Why I was not acting to affect

change in my behavior?" I concluded that the time management programs I had been experimenting with were not designed for people with my motivations, and it was at that moment I decided to design a time management system that would work for me, a high achiever. Work began immediately and an outline was completed before touching down at my destination that day.

I began my time management efforts and kept a record of how much time I was able to gain through using the system and improving the time management system over time. This time I was able to stick with the program after making a strong commitment to changing my life for the better. After one year of fine tuning the time management system into what is presented in this program, I was able to generate an additional two hours per day of productive work time and I was able to altogether stop working on Sunday. When I added up the time-savings per year I was amazed: in total, 832 hours, or nearly 13 additional sixty-hour workweeks per year!

Shortly thereafter I began issuing the time management program to the management staff at my company, all high achiever personality types. To my surprise, they were able to implement the program within a couple of months and found average time-savings on the order of six to ten hours per week! That is when I knew that this time management system really works.

I know it seems fantastic to think that a simple time management program can make such a difference in one's life. However, a committed high achiever can accomplish many things that seem fantastic. Consider: if you are a high achiever, you have the opportunity to invest a few dollars and a few weeks into a customized time management system that will generate potentially hundreds of thousands of dollars and years of time for you in the future. This is probably one of the best opportunities ever presented to you.

While I cannot guarantee you will encounter the same results as I have, I can promise that you will be an excellent time manager after successfully completing this program. And who knows, this program may just change your life too.



## Foreword

A program designed to help high achievers with the time management process should be brief and direct. This guide will not waste your time with concepts and thoughts unrelated to effective time management. All of the information in this program is valuable in some way. Often, the information is presented in a specific order to allow the reader the experience of contemplating the application of the topic to his/her own life experiences prior to moving on to the next step in the time management system. The process of understanding what is being read is only a small part of the time management system. A much larger part of the time management process is developing self-awareness while designing a customized process that suits your individual time management needs. This program will not benefit all people equally, however the high achiever who takes the time to really understand themselves and their goals will create an incredible value from this time management program.

This guide is presented in a series of brief steps that are organized to best enable the successful implementation of the time management program. It is not recommended that any step be skipped, cut short, or executed out of order. High achievers will want to read ahead, or perhaps read the entire guide and then go about implementing the steps. Please do not attempt to do this; you will most assuredly fail if you do. Years of experience with the time management development process have proven that those who try to cheat the system will not succeed. High achievers want it all right away; this author understands that better than

you know, however you must fight the urges to proceed at a quickened pace. The time frames outlined in the time management process are specifically designed with the most efficiency. Hurrying the steps along will only cause failure in implementing the process.

To maximize your success, follow each of the chapter instructions in detail. After just a few weeks, you will find yourself able to manage your time, make free time, and concentrate on the project at hand with ease and comfort. Perhaps more importantly, you will find yourself no longer wondering if everything is getting done. Not only will your mind be clearer, but you will also find that there is free time available to think and grow and enjoy your accomplishments. You will rest easy knowing that your priorities are being handled completely and efficiently, and that your direction in life is clear. You will have control of your destiny, and you will have the time to make the correct decisions at the right times that will make you increasingly more successful and fulfilled.

## Behavior Modification:

Effective time management cannot be turned on or off when convenient. It is a set of skills and behaviors that become a pervasive part of one's professional and personal life. Make not mistake in judgment, after committing to and completing this time management program, you will be changed for the rest of your life. And, like anything truly worthwhile, this time management program will require significant effort at first, until the system is mastered. You will not be able to read through this guide and magically manage time better. Quite to the contrary, it will take commitment, hard work and relentless attention to forcing proper behaviors at all times. With all this effort, you would expect the payoff to be substantial, and it is. The payoff will be a life-changing behavior set that will excel your performance beyond that of those around you and provide you with the tools necessary to take control of your life in the workplace and at home in order to create balance and fulfillment.

As mentioned before, behavior modification is not easy. For that matter, effective time management is not easy. However, if you are truly a high achiever and have faith in your ability to succeed, you will be able

to permanently modify habits such that effective time management is a natural ability. Before long, effective time management habits will become a reflex, and then you will understand the true power of time management.

According to psychologists, it takes several weeks of continual corrected performance to permanently modify a behavior, and then continued practice to keep the behavior a habit. When trying to develop a new behavior, it can be difficult to stick with the effort, because old habits can be very hard to break. However, you are a high achiever, and as such you have what it takes to make a commitment and stick with the program until you succeed. To make the process easier, this guide presents a series of stages that will assist in the successful implementation of your behavior modification program.

If you choose to follow in detail the steps in this program, you will succeed in dramatically improving your time management.

## Chapter 1: Action Plan

Before going any further, you must make the commitment to improve your habits by precisely following each of the steps presented in this time management program. Without that commitment, I suggest you not waste your time reading the remainder of this guide, as it will do you no good. The choice is yours:



- I choose to diligently pursue this self-improvement effort to effectively manage my time.  
(Read on and begin the improvement process)
- I presently do not have the commitment necessary to complete this program.  
(Close this guide now, and come back when the commitment is there)

will not be disappointed with your decision as long as you remain committed.

The first step in the process is to take the commitment and enthusiasm you have right now and transform it into a tool that will hold you accountable for your performance. This step is called the action planning process. We will use the action planning process several times throughout the behavior modification program. Please use the blank action plan form to record your personalized entries.

Congratulations on choosing to embark on this effective time management self-improvement process: you

### Effective Time Management Action Plan

This action plan is a necessary tool used in my self-improvement effort to manage my time effectively. I am committed to this effort and this action plan will assist in holding me responsible for my performance. My supporters are a critical part of this action plan. I require them to be very honest with me and to hold me accountable for my actions. In doing so, they will be helping me to achieve success in this effort to improve my life.

<b>Objective</b> What do you want to achieve?	
<b>Goal</b> What specific behavior do you want to address, and how do you want to address it?	
<b>Action</b> What specific action will be taken to modify your behavior to achieve the goal listed above?	
<b>Target Date</b> What date will performance be measured?	
<b>Measures</b> How will performance be measured to reflect specific performance results?	
<b>Support</b> Who will help me in this effort? What resources will I need for this effort?	
<b>Status</b> What is my performance?	

## Objective

The action plan begins with recording what it is you wish to achieve.

<b>Objective</b> What do you want to achieve?	<i>Example:</i> <i>Effective Time Management</i>
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## Goal

The second step in designing the action plan is to record the specific behavior you want to address along with how you want to address it. It is important to be very specific so that there is no confusion about the intention of the action plan. If you feel it is necessary to complete numerous action plan forms to address the specific goals you have, please complete several action plan forms. The more specific you are, the better your performance will be.

<b>Goal</b> What specific behavior do you want to address, and how do you want to address it?	<i>Example:</i> <i>Successfully implement and complete each process step in Effective Time Management for High Achievers.</i>
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## Action

The third step in designing the action plan is to record the specific action that will be taken to modify your behavior to achieve the goal. Again, the more specific you are the better your success will be. It may be necessary to list numerous actions to achieve a single goal. It is perfectly acceptable to have several actions for a single goal as long as there are measurements (recorded in step five) for each of the actions.

<b>Action</b> What specific action will be taken to modify your behavior to achieve the goal listed above?	<i>Example:</i> 1) <i>Read, understand and absorb all the Chapter 1 information.</i> 2) <i>Complete the action plan for the time management self-improvement process.</i>
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## Target Date

The fourth step in designing the action plan is to record the date(s) that your performance will be measured. It is crucial to the process that this date be realistic. High achievers are notorious for selecting deadlines that can be overzealous: this is not a good tactic when dealing with self-improvement efforts. Choose deadlines that take into account potential delays and the involvement of others. Try to make your deadlines as realistic as possible while still holding yourself accountable for immediate and continual action.

<b>Target Date</b> What date will performance be measured?	<i>Example:</i> 1) <i>One week after opening the guide = Time, Month, Day, Year.</i> 2) <i>One day after successfully completing action #1 = Time, Month, Day, Year.</i>
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## Measures

The fifth step in designing the action plan is to record how your performance will be measured. The measurements must be quantitative and objective in order to retain validity throughout the behavior modification program. The measurements must also be specific and detailed. Please take the necessary time to develop a strong measurement system as your performance with the behavior modification program relies on it.

<b>Measures</b> How will performance be measured to reflect specific performance results?	<i>Example:</i> 1) <i>I am quizzed on Chapter 1 content and understand all key concepts.</i> 2) <i>My action plan is complete and my supporters understand the plan and have agreed to participate.</i>
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## Support

The sixth step in designing the action plan is to determine who will help you in your self-improvement effort. Try to involve people that will hold you accountable for your performance and provide you with guidance when needed. The people in your support sys-

tem do not necessarily have to be good time managers themselves; they simply need to be able to observe your performance on the goals set forth in your action plan.

It is also necessary in this step to determine what resources you will need in order to achieve the action plan goal. Resources such as finances, equipment, software, cooperation, etc. should be listed in detail.

<p><b>Support</b> Who will help me in this effort?</p>	<p><i>Example:</i> <i>People to hold me accountable: my supervisor Chris, my family, Charlie, and Pat.</i></p>
<p>What resources will I need for this effort?</p>	<p><i>Resources needed: new files, scheduling software, personal data assistant, desktop in-box.</i></p>

**Status**

The last step in designing the action plan is to record your performance. Using the measurements listed in the action plan, assess your performance on the target dates listed. The results, whether positive or negative, are recorded on the action plan and shared with your supporters.

<p><b>Status</b> What is my performance?</p>	<p><i>Example:</i> 1) Chapter 1 quiz resulted in complete understanding of the chapter. 2) Action plan is written however supporters have not given commitment to help.</p>
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If you have not already done so, please complete an action plan for your overall commitment to being an effective time manager. Do not continue until your action plan is complete.

**Chapter 2: Habits**

Now that you have committed yourself to improving your time management skills, you are ready to participate in the next tool in the process to developing an effective time management system. This tool is split

into two parts:

1. Report your current time management performance.
2. Assess your time management habits.

You may wish to use an action plan, similar to the one generated in Chapter 1, for one or both of these functions.

**Report your current time management performance**

Everyone has developed a set of time management habits that influence their daily activities to a level beyond that which they would like to admit. By reporting your own habits, you will be able to use them to your best advantage without needing to entirely rework your current time management approach. It is beneficial to make smaller changes to your schedule since it will be easier for you to comply with the necessary changes.

Reporting your current time management performance is simple if you are committed to the effort. It is crucial that this process is not shortcut in any way. The entire reporting process will take five days to complete, and must be completed as a series of five consecutive days. If there is a break in the reporting process, please start over again until five consecutive days are recorded.

Remember your commitment to creating a personalized time management system that will improve the quality of your life? This chapter will be testing that commitment. I know you want to move on and create the changes necessary to manage your time better, but my experience has demonstrated that this step is crucial to the success of the overall time management system. Stick with the process as described and you will experience the benefit of the time and effort invested.

The process is as follows:



## Supplies Needed

- 1ea, letter size pad of lined paper with a left-hand margin
- 1ea, permanent ink pen



## Process

1. Label the top page of your paper pad as "Day 1".
2. Near the top of the page in the left-hand margin, insert the label "Start of Day".
3. Starting with the top line of the page, record what it is that you are doing at the moment. Do not write down what you will be doing, or what you have just completed. Only record the task that you are performing at the moment. The task description should be very brief, try to keep it to only two or three words if possible.
4. Every time your task changes, record the new task on the next available blank line. Continue this process throughout the day, being careful to record all task changes. If you run out of room on the first page, please continue with a new page after putting an appropriate label and page number on it. Do not write on the backside of any page.
5. At mid-day, insert another label in the left-hand margin entitled "Middle of Day" adjacent to the task change occurring at the time.
6. Continue to record all task changes.
7. At the end of the day, insert the label "End of Day" in the left-hand margin adjacent to the last entry made that day.
8. Repeat the entire process with a new sheet of paper for Day 2, Day 3, Day 4, and Day 5...

## Example:

Start of Day	<i>DAY 1</i> <i>Check voice mail and email</i> <i>Review customer letters</i> <i>Take phone calls</i> <i>Check in with project group</i> <i>Skim through trade journal</i>
Middle of Day	<i>Delegate project management</i> <i>Lunch with management team</i> <i>Follow up on special project X</i> <i>Design plan to improve processing system</i> <i>Teleconference with customer</i> <i>Meet with accounting</i>
End of Day	<i>Sort through mail</i> <i>Meet with vendor</i> <i>Meet for dinner</i>

Do not continue with this guide until you have completed the five-day time management performance report.

## Closing

These are the first two of Twelve Chapters in Effective Time Management for High Achievers. Next month, the process of improving time management and improving the balance and quality of life will continue. **SS**

