

Personal Development Seminar #4

Given by Rev. Francis J. Peffley
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This seminar covers the following topics:

- 1) Getting organized
- 2) Time Management
- 3) How to use a Day Planner
- 4) Financial Independence
- 5) The 21 Principles of Personal Development

How to Organize your Paperwork and Incoming Mail

First, let's consider the problem of junk mail. A recent study has shown that the average person spends 8 months of his/her life reading junk mail! So, you can save yourself a lot of time by contacting the companies you don't like and requesting to be taken off their mailing list.

Next, a system to process all incoming mail/paperwork is the "TRAF" System. "T" stands for toss it, "R" stands for refer it to someone else, "A" stands for act on it yourself, and "F" stands for file it away for future reference.

Toss: See the wastepaper basket as your best friend, and use it generously. It is the biggest time-saving device invented. If you are not sure whether to toss a particular piece of paper, ask yourself the question: "What is the worst thing that can happen to me if I throw out this piece of paper?" If the consequences are not that severe, then throw out the piece of paper. Ask yourself the question: "Could I get this same information from another source if I throw this piece of paper away?" Your guideline should be "When in doubt, then throw it out."

Refer (or delegate to others): Delegate whenever possible. You could have a special folder for each of your employees. At home you could have a basket your spouse and your children to pass on things that might interest them.

Act on it: Act on the piece of paper immediately if you possibly can. If not, put it in an Action folder so that you can work on it at a better time. You could have a folder or box on your desk where you can put your action items, organizing the action items in the order of most importance. Put your most important and most urgent items on the top of the stack, and work your way down through the pile. Don't begin item #2 until item #1 is finished. It is helpful to have different folders for different subject areas, i.e. bills to

pay could go in one folder, letters to answer could go in another, etc. Every minute you spend getting yourself organized will save you hours in the long run.

One method of getting reading material organized (i.e. magazine and newspaper articles, etc...) is to use the "rip and read" method. With this method you quickly go through the magazine/newspaper and rip out the important articles and place them in a folder. Then take the folder with you in your briefcase or car and go through it during free moments. If you are traveling on a plane, train, metro, or waiting in a doctor's office you get through a lot of material.

Remember the principle of "single-handling" pieces of paper. When you pick up a piece of paper, act on it right away. If you pick something up, read it over, and put it aside, and the next day do the same thing, you will have expended twice the amount of time and energy necessary on that one single piece of paper. Brian Tracy says to constantly repeat to yourself: "Do it now. Do it now. Do it now." Don't delay. Act.

Set deadlines for yourself. If you are in a situation where you need to get a report done by a certain time, set yourself some preliminary deadlines. Give yourself a reward when you have accomplished your task.

File it: Before you file something, ask yourself the question "Will I ever need this information again?" Be generous with the wastepaper basket, and be very reluctant to file it away. According to statistics, 80% of what you file will never be looked at again! Only 20% of what you file is really important. Have a file cabinet or hanging files in your desk. The best method is to alphabetize the files by subject or title.

Every year you should go through your files and purge them of everything that is not needed.

Here are some organization and time-saving tips for your work and family life from Mary Kay Ash:

- After you finish washing the dinner dishes, set the table for breakfast.
- Lay out your clothes for the next day before you go to sleep.
- Every day set your alarm for 30 minutes earlier than you normally do. This will require a lot of discipline, but will add 2 full days to your month!
- Learn to say no.
- Learn to delegate.
- Know how much time to allow for routine tasks. Then allow extra time for the unexpected.
- Don't waste time watching excessive amounts of TV. If possible, eliminate TV completely. (Women ages 35-55 watch 32-41 hours of TV per week on average.)
- Have a place for everything, and everything in its place.
- Organize your incoming mail and handle every piece only once.

- Do your laundry once a week. Organize clothes according to color.
- Shop in advance for special occasions, such as birthdays, anniversaries, and Christmas.
- Set appointments for exact times.
- Let your children help. Not only will you save time, but your youngsters assume responsibility which builds their character.
- At the turn of the century Ivy Lee told Charles Schwab, the president of Bethlehem Steel that he could increase corporate efficiency and sales within 90 days with just one idea. Lee asked him to list in order of priority the 6 most important things he had to do the next day, then work his way down the list. Any tasks not completed were to be added to the following days list. 2 months later Charles Schwab was so impressed with the results that he sent Lee a check for \$25,000.

The key is to write down the 6 most important things you need to accomplish the next day, and prioritize them. When you get to work, do not look at number 2 through 6, just at number 1. Do the #1 task until that is complete. Then do #2. Any items not completed transfer to the next day. If you cannot complete your high priority tasks using this method, you will not be able to complete them with any other method either.

Time Management principles from Jim Rohn

Learn to say no. "Don't let your mouth overload your back."

Work when you work and play when you play. When you are at work, don't think about things at the house, and when you are at home, don't think about things at work. Focus single-mindedly on what you are doing at the time.

Determine the time of day when you are at your best. Everyone has an internal clock. Everyone has a "prime time". For some it may be in the morning when they are freshest, and for others, it may be in the evening. Find out when your prime time is and do your most important activity and most important work at that time.

If you are not good at something, get others to help you. Surround yourself with skillful people who can help you with their strengths. You in turn can help them with your strengths.

Before you make a phone call, write out a phone agenda, just as if you were going to have a meeting with that person. If you plan to talk to the other person about 5 things, then write those things down. This practice can save a lot of time and money. (Jim Rohn's phone bill for his corporation was \$30,000 a month. He made a policy that each of his employees was required to have a written agenda before making any phone calls. That practice alone cut their corporate phone bill in half.)

If you have a secretary, have your calls screened, or use an answering machine. If you are in the middle of something you can choose to get back to the person calling when you have the opportunity.

Jim Rohn says to "think on paper". He recommends the use of a daily journal and a projects book.

He says "Don't start your day until you have it planned." Plan each day the night before. If you do this, your subconscious will work on things while you are sleeping, and you will also sleep a lot better. One of the reasons why people have difficulty sleeping is that they lie awake trying not to forget all that they need to do the next day! If write it all down at night, it puts your mind at ease and gives you a better sense of control.

Jim Rohn says "Don't start your week until you have it planned." Spend a half-hour or an hour on Sunday night to plan the upcoming week. And if you really want to be successful, "Don't start your month until you have it planned." Take a half a day and plan the next month. And if you really want to reach the top 5% of you field, "Don't start your year until you have it planned." This requires spending a few days at the end of the year to plan the next one.

Before you do anything, ask yourself "Will this present action have any future impact? Will it be beneficial or harmful?" Much of what you do has little or no beneficial impact on your future, such as reading the newspaper, listening to the radio, or watching TV. Instead, do the things that will have a beneficial impact on your future, such as reading a good book, listening to good cassette tape programs, going on a retreat, spending time with your children, making a holy hour before the Blessed Sacrament. Try to do only those activities which will have a positive impact on your future and your life.

Some Ideas on Neatness and Orderliness

Brian Tracy says that order is Heaven's first law. It is earth's first law as well. Having your work-space well organized and neat will give you a tremendous sense of control. You actually get an increase of energy walking into a place that is neat and well ordered. Your energy level actually goes up every time you open up a neat drawer or walk into a clean, orderly room. The opposite is true as well. A messy, disordered desk, room, or office tends to drain a person's energy level.

In order to clean up a messy area, "salami" the task. This means to break the project up into small tasks and work on each one at a time. For example, if you are going to clean your desk, just start with one drawer at a time.

Use the principle of "divide and conquer". The Legion of Mary Handbook recommends taking a big, "impossible" task and divide it up into 39 possible steps. There is a saying that says "By the yard it's hard, by the inch it's a cinch."

Ask yourself the questions: "What kind of a person would work at a desk like mine?", or "What kind of a person would drive a car that looks like mine inside?", or "What kind of a person would have a garage that looks like mine?" A recent study has shown that 95% of executives would not promote a person with a messy desk.

Brian Tracy recommends the following 4 steps when working on a project or task:

- 1) Clear your desk of everything unrelated to the task
- 2) Put on your desk anything you might need for that particular project (such as stapler, pens, paper, other supplies, etc.)
- 3) Single-handle the piece of paper, working on it until it is done
- 4) Afterwards, put everything away. Put everything in its place.

Suggestions for better Time Management

The most important time management question to ask yourself is "What is the most valuable use of my time right now?" If you ask yourself this question, you will begin to use your time more productively. You'll begin using your travel time wisely by listening to cassette tapes in your car, etc.

Periodically evaluate how you are spending your time, and determine if your time is being spent wisely and productively.

Brian Tracy's 6 Steps to Good Time Management

- 1) Determine your values. What you really stand for and care about? (i.e. God, your family, loved ones, health, etc.)
- 2) Think about how you would like your life to be
- 3) Set clear written goals and objectives. You should have goals in 3 categories:
 1. Personal/family goals
 2. Business/career goals
 3. Personal development goals
- 4) Prioritize your goals and activities in order of importance
- 5) Focus on the most important use of your time and your highest value tasks
- 6) Maintain balance in your life. You should strive for "quality time at work and for quantity time at home". You should spend quality time, working hard and efficiently at work, so that you can spend large amounts of time at home with your family. Brian Tracy says that the only way you will have quality moments with your family is if you have quantity time with them. Quality moments only come during quantity time.

Ask yourself the question: What would you do, how would you spend your time, if you learned today that you only had 6 months to live? What would you do with your life? This helps to focus your attention on what really is important.

The essence of time management is determining what you should first, what you should do second, and what you should do not at all. Brian Tracy says that procrastination is not necessarily bad. You should procrastinate on unimportant things! Apply the Pareto principle (the 80/20 rule) - realizing that 20% of the things you have to do is worth 80% of the value, and 80% of the things you have to do are worth 20% of the value. The 80/20 rule says that you should determine which are the key 20% of the tasks that you have to accomplish, focus your energies on these 20%, and procrastinate on the other 80%. It is not wrong to procrastinate, as long as you are procrastinating on the things that do not need to be done at all or are a low priority. Don't procrastinate on the important things.

How to Use a Day Timer or Planner

Using a daily planner is the number one way to increase your personal efficiency. There are several types of planners available, such as the Franklin Planner, Day Timer, Day Runner, etc.

A Day Planner is your "portable desk". By using a day planner system properly, you can clean off your desk completely and keep it that way. Brian Tracy says that you can increase your efficiency 25% the first day you start using a day planner. By using a prioritized daily task list, you can gain 2 extra hours each day in efficiency.

Here are some key principles of day planner use:

Only write activities, plans, and events on 1 calendar. The kind of calendar you should have should allow you to plan for the coming day, week, month, and year.

It should also include a master task list. The Franklin Planner has a master task list - one for personal and for business – at the beginning of each month. Items you might put on your monthly master task list books you want to read that month, subjects you want to study, tapes you want to listen to, projects you want to accomplish such as cleaning a room or closet, putting photos in an album or writing your will. Steven Covey distinguishes between the important and the urgent. A ringing telephone is urgent, but not always important. Writing your will is an important thing to do, but is never perceived as urgent.

Your day planner should have the following sections:

- a section for your values and your goals – both long and short range

- a section for addresses and phone numbers. You can include directions to people's houses in this section, also.
- a place for key information that you can retrieve easily. For example, you might want to include a list of babysitters, phone numbers, people to contact in case of emergency, etc.
- a section for finances. You can use this section to track and manage your budget and finances. Jim Rohn advises keeping strict accounts.
- space for your daily appointments, commitments, and activities.
- a prioritized daily task list, which is different from a "to do" list. A prioritized daily task list is a list where you identify those most important tasks with "A", the next most important tasks with "B", etc.
- room for meeting agendas, phone agendas, notes, thoughts, ideas, and space to journal
- a section of planning calendars for at least 5 years into the future
- a dictionary and a ready reference section - which includes important information such as travel tips, emergency first aid lessons, etc.
- a month-at-a-glance section where you can see the entire month on 1 page. This gives you a good overview of all your monthly activities.

Your planner should be of a size that you feel comfortable carrying it with you wherever you go.

Here are some suggestions for more effective use of your time:

Plan, plan, plan. Planning and solitude is the number one way to increase your efficiency and productivity. Peter Drucker says that "Action without planning is the cause of every failure." Action with planning is the cause of every success. So, take time to plan in solitude. The night before is recommended. There is a saying that "One minute in planning saves ten minutes in execution." This brings a ten-fold return on your time. For example, spending 1 minute reviewing a map before a trip may save you 10 minutes of getting lost! The same philosophy applies to everything in our lives. You should spend at least 10 minutes each night planning the next day. If you spent 30 minutes planning, you would experience a ten-fold return on that time.

Daily Planning Procedure:

1. Select an environment free from distractions
2. Review your values and goals
3. Review the prior days daily task list for any incomplete activities and transfer them onto the next day
4. Review prior days daily record of events
5. Review today's pre-scheduled events and appointments
6. Review master task list for specific activities for today's daily task list
7. Write appropriate activities in daily task list
8. Update daily schedule from the monthly calendar

9. Review the next few days schedule to see what needs to be prepared
10. Prioritize the days activities according to what is vital, important, optional. Remember the difference between vital and urgent. Analyze your vital tasks and assign A1, A2, A3, etc. accordingly, and then Bs and Cs. (The A, B, C, D, E method of prioritizing tasks is: "A" tasks are those vital tasks that you must accomplish that day; "B" are those tasks you should accomplish, if possible; "C" are those tasks that would be nice to do, if you have the time; "D" are those tasks you can delegate; "E" is for those tasks which you can eliminate.

The Franklin Planner system recommends that once in your lifetime you should spend approximately 5-7 hours thinking about and writing out your values. The question you ask yourself during this process is "What is important to you?" The Franklin Planner productivity pyramid identifies your values, your long-range goals, intermediate/short-range goals, and daily tasks.

Inner peace comes from living in harmony with our values and goals. If we violate our values and goals, we lose the sense of inner peace.

Brian Tracy recommends that you keep a time log for a few days - writing down everything you do. For example, include the amount of time you spend commuting, preparing your meals, eating, watching TV, etc. You will be surprised at the amount of time you spend in each activity.

Ask yourself the question: "Besides everything else I have to do today, what can I take from my values and goals and put into my daily tasks?" Everyone has a couple of hours of discretionary time each day that could be put to better use. Time management is really life management and it can enable us to become more productive and efficient individuals.

Thoughts on Financial Independence

Live by the 70/30 rule: Live on 70% of your income, and use the other 30% as follows: Give 10% to charity, put 10% in savings, and 10% into active capital. Jim Rohn says: "Poor people spend their money and save what's left. Rich people save their money and spend what's left." It doesn't matter how much you make, but what you do with what you make that counts. Keep accurate and strict accounts. You can go broke even if you make \$10,000 a month; just spend \$11,000 a month.

You should invest 3% of your income each month into your own personal development - books, tapes, seminars. If you do this, you will never have to worry about money. You should invest 1 hour of your time each day into reading in your chosen field.

Follow the philosophy: Pay yourself first, and then force yourself to live on 70% of your income.

Parkinson's Law says that "Expenses will always rise to meet your income." You must ensure that your expenses are less than your income. Put a wedge between your expenses and your income, and then invest the rest.

Jim Rohn says "poor people should take rich people out to lunch". One idea acquired over lunch from a successful person can change your whole life.

Avoid "get rich quick" schemes. If it sounds too good to be true, it probably is. The best way to obtain financial independence is to do so slowly.

Remember the law of undue optimism: The time period for you to break even if you start your own business will be 3 times longer than your best estimate. Practice frugality at all times. Whatever your budget for your venture is, it will cost you twice as much as you expect.

To become financially independent you must be willing to work hard and be disciplined for at least 20 years. The earlier in life you start, the sooner you will achieve this.

If you earned \$25,000 a year and saved 10% (\$2,500) and invested it at 10% interest during your working lifetime (from age 21 to age 65), you would have \$1,700,000 at retirement.

A Summary of Brian Tracy's 21 Principles of Personal Development

Why is it that someone can earn \$200,000 a year and someone else \$20,000? The answer is: The high achiever has developed the winning edge. All you have to do is to develop the winning edge in your field.

Don't forget the Law of Accumulation: Everything counts – every thought, word, action, book, tape, seminar. You are either moving toward your goal or away from your goal, minute by minute.

The 21 Principles of Personal Development:

- 1) **Practice the Law of Belief:** Whatever you believe with feeling becomes your reality. You must get rid of your self-limiting beliefs.
 - A. The Law of Attraction states that you attract into your life people, events, and circumstances that are in harmony with your dominant thoughts. You are a living magnet! You first have to change your thinking, your "inner world", for your outer world to change.
 - B. The Law of Correspondence states that "As within, so without". Your external life is a mirror-image of your internal life. Wealthy people think about wealth all the time, poor people think about poverty all the time. Productive people have

productive thoughts, attitudes, and habits. You become what you think about most of the time. When you change your thinking you change the direction of your life. Create a clear mental picture and hold that positive mental picture in your mind at all times.

- 2) Decide exactly what you want in life: Think it through and resolve to pay the price.
 - A. Develop Career Goals: What education will you need? What work do you want to do? With what company? Remember, you can't hit a target that you don't have.
 - B. Develop Personal and Family Goals: There are the reasons why you want what you want and do what you do.
 - C. Determine your Values: What do you treasure and value? What do you stand for? What would you die for?
 1. Write out all your goals. What do you want in the next 5 years? How much do you want to earn? Where do you want to go? What do you want to accomplish?
 2. Organize the goals in terms of priority.
 3. Select the one goal that is most important
 4. Make a plan, in writing, of how to accomplish the goal.
 5. Take action each day toward the goal.
- 3) Develop the virtue of Courage. Fear is crippling. The major obstacle to success is fear of failure.
 - A. Fears are Fantasized Experiences Appearing Real. They are conjured up in our mind. 90% of what we worry about will not come to pass.
 - B. To overcome fear, act as if you were not afraid. "Fake it until you make it."
 - C. Do the thing you fear.
 - D. Confront your fear.
 - E. Make a habit of courage. Keep moving forward in the face of uncertainty.
- 4) Develop the virtue of Integrity. Without integrity you will never be successful. Be true to yourself.
 - A. Do the work you love and be committed to your work.
 - B. Only associate with virtuous, positive people.
 - C. Always listen to your intuition. Do not violate your intuition.
- 5) Realize the importance of a good Attitude. 85% of your success will be determined by your attitude.
 - A. Your attitude toward yourself.
 - B. Your attitude toward others. Have a positive mental attitude. 95% of people who are fired from their jobs are let go of because of a negative attitude and their inability to get along with others, not because of their lack of competence. Bosses promote nice people.

- 6) Develop good communication skills. 86% of top executives say that this is the #1 skill to have.
 - A. Have positive self-talk. Never run yourself down. Say things to yourself like “I feel great”, “I feel happy”, “I feel healthy”, “I feel terrific”, “Today is a great day”, “Things are going great”.
 - B. Be optimistic, cheerful, and nice. This will make you popular with others. Always look for the good in every situation.
 - C. Have positive expectations. You get, not what you want, but what you expect, from yourself, your children, and others. Be convinced that others are out to help you.

- 7) Develop a sense of Urgency. Get a reputation for getting things done fast, with dependability. Be able to 1) set priorities, and 2) get things done quickly. Don't procrastinate. Do it fast, do it now. 3) Concentrate. Stay with a job until it's finished.

- 8) Commit yourself to Customer Satisfaction. Who is your customer? It is your boss as well as those who buy your product. What does your boss want from you? Please your boss. Be loyal to your boss and to your company. Things always get back to the boss. Develop an obsession with customer service. To increase your rewards, you must increase your service. Have your boss tell you what are his/her top priorities. Move fast when your boss wants you to do something.

- 9) Be willing to Work Hard. Start early, work hard, stay late. Don't do just what you've been asked to do. Do more. Go the extra mile. Do more than what you are paid for.

- 10) Commit Yourself to Continuous Self-Improvement. Develop skills by training and learning. You must learn more to earn more. Take advantage of all the opportunities that you can.
 - A. Read 1 hour a day in your chosen field. This alone will put you into the top 5% in your field and in society within 5 to 10 years.
 - B. Listen to cassette tapes in your car. This would be 500-1,000 hours a year, or 12 to 25 forty hour weeks, or 1-2 university semesters each year.
 - C. Take all the training you can get. Take seminars, classes, and courses. Don't depend on your company to give you continued education. It's your responsibility to education yourself.

- 11) Develop your Public Speaking Skills. 54% of Americans say they are more afraid of public speaking than death! Go to Toastmasters or Dale Carnegie courses. People who speak well on their feet are on the fast track to success.

- 12) Expand your Reference Group. Your associations will determine your success more than any other single thing. You can't fly with the eagles if you scratch with the turkeys. Get around the right people.

- A. Have a Mastermind group. Meet with other goal-oriented, positive people on a regular basis to share ideas, goals, plans, and to work on projects.
- B. Network. Form useful contacts. Do favors for other people.
- C. Make no useless acquaintances. Don't spend time just socializing. Make everything count.

13) Join Professional Groups and Associations.

- A. Attend organizations or groups.
- B. Volunteer on a key committee.
- C. Make a valuable contribution.

This will get you around people who will help you advance your career.

14) Realize that Knowledge is Power. Develop expert power. Know your field cold. Become an expert in your field by taking courses, reading, and studying.

15) Dress for Success. People do judge you by the clothes you wear and how you look. How do the top people in your field dress? Dress for one job higher than your current job. Study the subject of dress. You look more credible and more intelligent if you are well-dressed. Be healthy. Stay in good shape.

16) Commit to Excellence in your field. The quality of your work will determine your future. Do quality work. Always give superior performance and service.

17) Become a Good Strategic Planner. Have goals and consider the consequences of your actions. Think and plan on paper. Set priorities. Develop plans.

18) Accept 100% Responsibility for your Work. Never blame others. Never make excuses. Say "I am responsible." Act as if you own the company. Act as if you were self-employed. Care about the company. If you make mistakes, admit them.

19) Be a Good Team Player. Be cooperative. Be helpful. Give the credit away to others. Remember, Together Everyone Achieves More.

20) Be a Go-Giver instead of a Go-Getter. Be service-oriented. Give excellent service. Render humble service. Be willing to do humble tasks. Volunteer for jobs that nobody wants.

21) Develop Your Credibility. Always look for ways to do things better, cheaper, or faster. Always try to improve on things. Come up with new ideas. Offer them to your boss, and ask for his/her opinion. Let the boss think about it for a while. As if you could try it for just a short time period. Always come up with new ideas.

In conclusion, practice self-discipline in all areas of your life. Use the proven success methods that have worked for others. Study the experts. Ask your way to success.

People will tell you everything you need to know to be successful, such as what books to read, what tapes to listen to, etc. Persist until you succeed. Never give up. Practice the Law of Accumulation. Work hard each day and in the end you will be successful.