



## **Worksheet 169 – How to make time for your business**

If there is one complaint I hear time and time again it's that people don't have enough time.

Today on BLL we're going to talk about how to make time to actually get things done.

In our business we use time blocking to accomplish our goals.

There are 168 hours in a week. That's it.

This is where time blocking comes in.

**It's a simple concept.**

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## Golden Time

Everyone has something called golden time.

It's called other names but the concept remains the same.

It refers to the time of day when you are most effective.

It's usually no longer than 8 hours and can be anytime of the day.

Everyone is different.

For some it's the mornings for others the middle of the night.

The key is to understand when you're golden hours are and to use that time effectively.



**What are your golden hours? What kind of work should you be doing in that time?**



## Distractions are the enemy

Distractions are the biggest enemy of effective work.

We live in an era of peak distraction. Your mobile phone is likely ringing with notifications constantly.

There's a simple way to combat this problem.

Turn your notifications off!

If you're in deep concentration and you get distracted it can take hours to get back on track.

**Pull your work onto yourself. Don't have it pushed onto you!**

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**What are your main distractions during the day?  
What are some ways you can reduce their impact?**

# BusinessLegal : Lifecycle

## **Learn more by ordering the book**

Whether you want to have a large company or a small lifestyle business, you must pay attention to the legal aspects right from the start.

The Business Legal Lifecycle is a handbook for you to use in your business on a regular basis.

The key areas that Jeremy Streten covers in the Business Legal Lifecycle are:

**How to successfully set up your business**

**Why and when you need to pay attention to the legal aspects of your business**

**Who you should consult with along your business journey**



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