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What Every Successful Entrepreneur *Knows*

The E Myth **Revisited**

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Why Most Small
Businesses Don't Work
and What to Do About It

MICHAEL E. GERBER

The World's #1 Small Business Guru

THE NUMBER 1 BESTSELLER

GARY
KELLER
WITH JAY
PAPASAN

THE ONE THING

The surprisingly simple truth
behind extraordinary results

For sale only in India, Bangladesh, Nepal, Bhutan, Sri Lanka and Pakistan

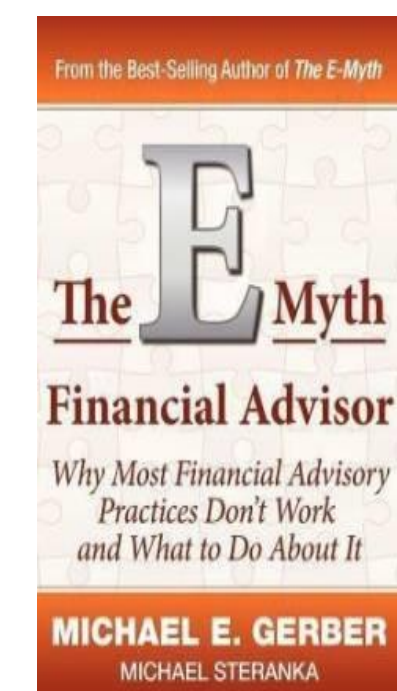
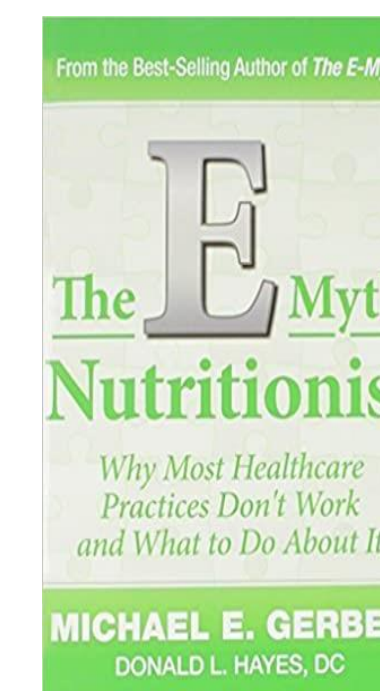
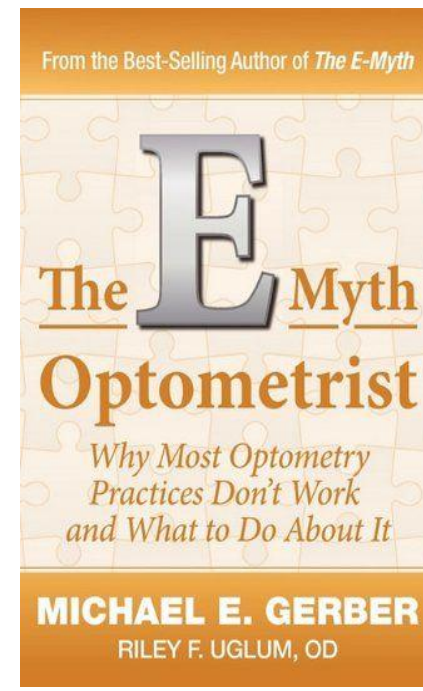
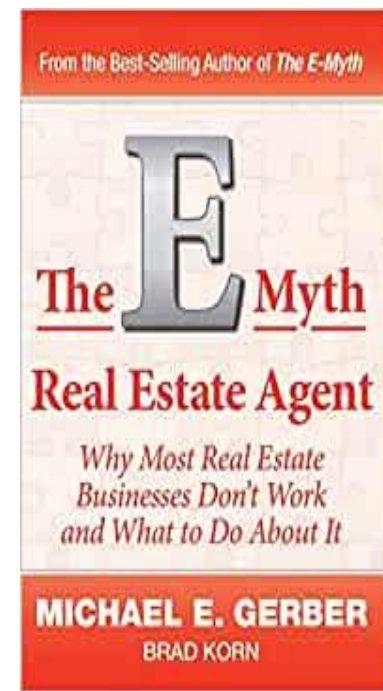
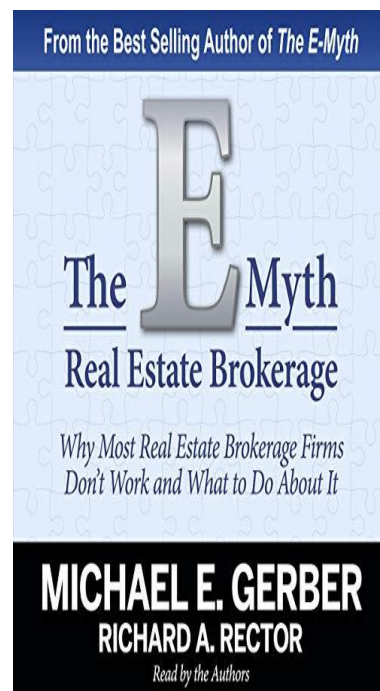
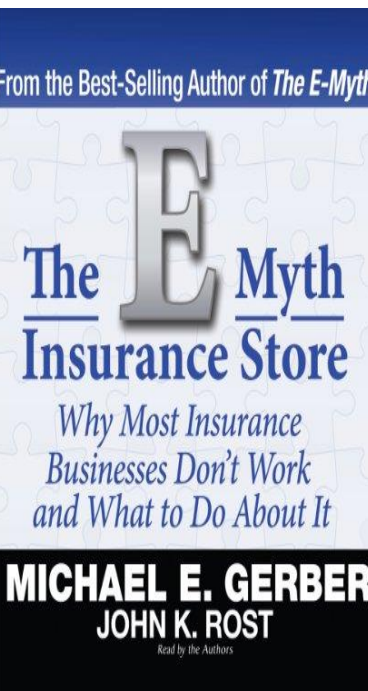
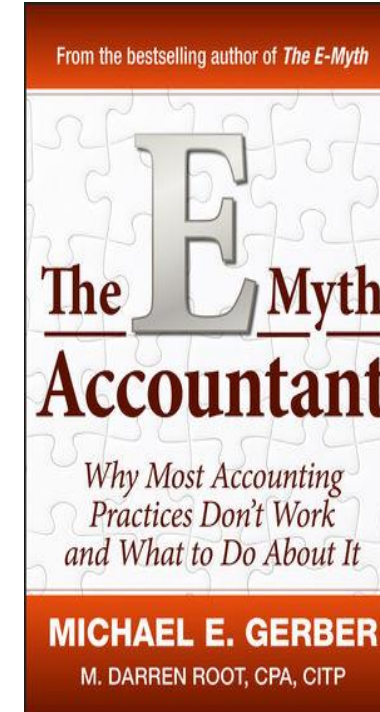
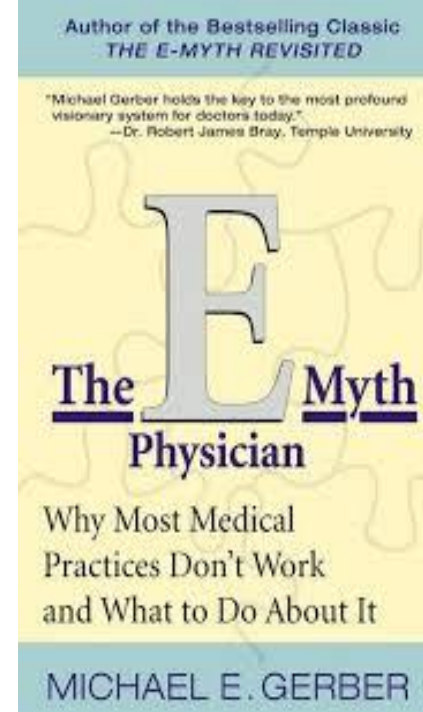
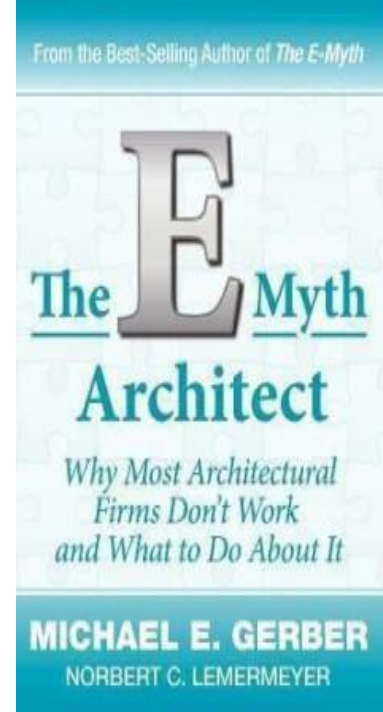
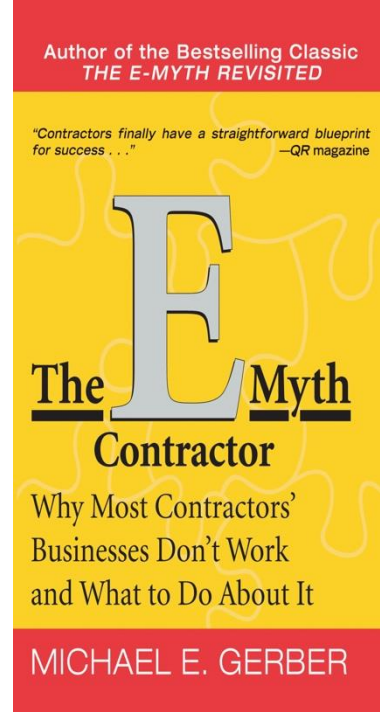
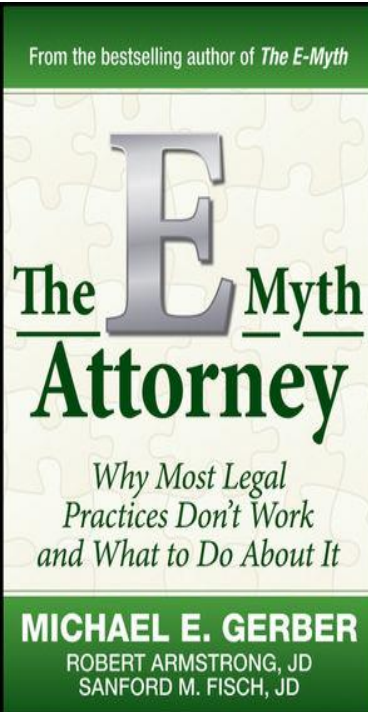
THE NUMBER 1 BESTSELLER

THE ONE THING

का हिन्दी अनुवाद

असाधारण कामयाबी की आसान राह

गैरी केलर और जे पापासैन



[illegible]

Enquiry Capture Sheet

[illegible]

On Time Delivery

Bill No.	Client Name	Contact Details	Contact Person	Promised Date of Delivery	Actual Date of Delivery	No of Days Delayed	Is the Delivery Late
							Y
							N
							Y
							Y
							Y
							N
							N
							Y
							N
WEEK 1		% of Orders Late =					40%
		Total No of Days Delayed =					

5 Building Blocks of Business(5 B.B.B)

1) 8 am.

2) Weekly Scheduling (W.S.)

3) Out Of Office (O.O.O)

4) E.A.

5) E.M- Will do this Later.

Understanding TIME

- Have you ever calculated the Value of your TIME ?
- MVOT (Money Value of TIME)
- Your MVOT= Annual Turnover or Profit / 2300 = Rs / hour
- (6days a month*4 weeks=24 * 12 months= 288 days a year * 8 hrs a day= 2300 working hours a year)
- And what is the EA's **MVOT : Salary / 200** = Rs / Hour
- (6 days a week* 4 weeks = 24 * 8 hours a day = 200 working hours a month)
- You either pay someone else at their MVOT to get the work done or you're paying yourself at your MVOT to get the same work done.
- So doing the same task will either cost you Rs 200/ hour or cost you Rs 50,000/ hour

Date-

TIME SHEET

8.00 am	
8.30 am	
9.00 am	
9.30 am	
10.00 am	
10.30 am	
11.00 am	
11.30 am	
12.00 pm	
12.30 pm	
1.00 pm	
1.30 pm	
2.00 pm	
2.30 pm	
3.00 pm	

Your Success in the Workshop

- **This is a Business Implementation Workshop.**
- Do you want all the results that is have promised ?
- Can you get Results without ACTION.
- NO !!!
- What is the work you need to do every week for you to get free for the rest of your Life
- **Tuesday Magic** : Dedicate 4 hours every **Tuesday 8am-12am**
- In a coffee shop,
- Without your Mobile Phone.
- Open your calendar and **BLOCK Tuesday first half to completing Auto-Pilot.**

**Today is the most Important Workshop
for your Success !!!**

The Five Tools of Managing WORK

1. QUICK CAPTURE
2. SCHEDULE / Doing Now
3. LIST OF WAITING
4. LIST OF SOMEDAY
5. INFORMATION SYSTEM

Would you like to lead a stress-free life?

What is the biggest burden we carry with us, which gives us all the stress in life?

- List of incompletions

- You can't get it all done

- So how do we handle it all

Where all do you currently capture information

1. QUICK CAPTURE

QUICK CAPTURE

Your tool for capturing anything there is for you to do or handle. The Quick Capture is the entry point into the Time Management Structure.

You should have only one Quick Capture

The habit, of immediately entering everything into your Quick Capture

- This is the most critical practice for eliminating stress
- If you don't Quick Capture it, then it will not happen.
- Everyday at the end of the day move everything from Quick Capture into your work system
- Why should you empty your Quick Capture?
- Things left in your Quick Capture more than a day become a to-do list with no name. They are become incomplete, and cause stress.

What is your Task Management system ?

Largely Our amazing To-Do Lists

- **MAKE YOUR TO-DO List.**

First you create a Complete To-Do List

To-Do List	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

WEEKLY To-Do List (Tasks to be done every Week)	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

MONTHLY To-Do List (Tasks to be done every Month)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

**To-Do Lists have not worked in the
History of Mankind !!!**

2. SCHEDULE / Doing Now

3. LIST OF WAITING

4. LIST OF SOMEDAY

So what do we do ?

1) The MAGIC of BATCHING !!!

2) The MAGIC of SCHEDULING!!!

This is the revolution that will change your Life.

The MAGIC of Batching

- **Multi-Tasking is the worst destroyer of TIME**
- First we do **BATCHING**. i.e all the tasks which are similar in nature we will do them together.
- List all the tasks spread out over the Day/Week/Month. Then Batch them

1) Meetings – Vendor, Clients, Staff

2) Documentation - Anything documentary

1. Signing of cheques, All Approvals for the week, Reports.
2. Create a Monday File (All documents of the week should come to you at the beginning of the week)
3. Write down all the weekly documentary things you have to do and complete it on MONDAY.
4. **Eat the Frog by Brian Tracy.**

3) Follow ups & Coordination

4) Emails & Others

The MAGIC of Scheduling

- First Schedule your **Weekly tasks**
 - For you to get any task done you will have to Schedule it.
 - Scheduling means the task has to have a Start and End Time
 - Between each task leave 15-30 mins free, for unexpected things.
 - There are 2 parts of the day before and after LUNCH.
 - The Second half of the Day is when you schedule **Repetitive tasks**.

Weekly Scheduling.

- Always start with your Weekly Schedule.
- **Remember Scheduling is always Weekly.**
- Do not start any week or day without scheduling it.
- Schedule all the recurring tasks into the weekly Scheduler. (Now you can clearly see all the empty slots)
- **Schedule all the recurring tasks in your Weekly Calender.**
- Now you have your Weekly Schedule ready.

Weekly Scheduling

	MON	TUES	WED	THURS	FRI	SAT
8:00 AM						
8.30 AM						
9:00 AM						
9.30 AM						
10:00 AM						
10.30 AM						
11:00 AM						
11.30 AM						
12:00 AM						
12.30 PM						
1:00 PM						
1.30 PM						
2:00 PM						
2.30 PM						
3:00 PM						
3.30 PM						
4:00 PM						
4.30 PM						
5:00 PM						
5.30 PM						
6:00 PM						

The MAGIC of Scheduling

Schedule.

Open your TO-DO List.

- Then mark 6 tasks which are Urgent and will go into the Schedule for the week.
- In the Daily Scheduler we will schedule not more than 1 tasks per day
- Transfer your weekly calendar into your Daily Calendar, Every Day.
- The daily Scheduler has a **Plan column and an Actual column.**
- In the schedule- write your Plan and in the Actual write what you actually did on a daily basis.
- The Actual column is there because when you start – you will schedule something and it most likely will not happen something else will come up.

DAILY SCHEDULER

	SCHEDULED	ACTUALLY DONE	WAITING LIST	
8.00 am			1	
			2	
8.30 am			3	
			4	
9.00 am			5	
			6	
9.30 am				
			TODAYS TASKS	
10.00 am			1	
			2	
10.30 am			3	
			4	
11.00 am			5	
			6	
11.30 am			7	
			8	
12.00 pm			9	
			10	
12.30 pm			11	
			12	
1.00 pm			13	
			14	

Waiting.

- Mark 6 Tasks which will go into the Waiting List. These are tasks which we cannot schedule right now but if something shifts in our schedule, we can do these tasks

Someday List

- Balance all will go into the Someday list. This is a list which we do not have time to do right now which we will look into next week.

Scheduling ALWAYS HAS to be WEEKLY SCHEDULING.

Date-_____

DAILY SCHEDULER

	SCHEDULED	ACTUALLY DONE	WAITING LIST	
8.00 am			1	
			2	
8.30 am			3	
			4	
9.00 am			5	
			6	
9.30 am				
			TODAYS TASKS	
10.00 am			1	
			2	
10.30 am			3	
			4	
11.00 am			5	
			6	
11.30 am			7	
			8	
12.00 pm			9	
			10	
12.30 pm			11	
			12	
1.00 pm			13	
			14	

Schedule the following

Block all Mondays till December

Block 4 hours every Tuesday

The MAGIC of Scheduling

- Use only the Paper WEEKLY SCHEDULER - Do not start with Google Calendar. It does not work.
- Why ??
- You just Schedule, but cannot see what really happens, how accurate is your scheduling, in this system you see daily where you went wrong, and subconscious learning starts
- Later You can also use Google calendar.
- Weekly Scheduling on Sat Evening / Mon Morning
- Your EA will have access to your Google Calendar

Scheduling is a SKILL, Its like learning how to ride a bike or skating you will keep falling off, it's part of the process of learning how to schedule.

- Right now, just focus on scheduling and you may have to reschedule 100 times- it is ok, this is how it will happen
- Do not start any week or day without scheduling it,

The only failure in Scheduling is the failure to SCHEDULE

The only failure in Scheduling
Is the failure to SCHEDULE

My Promise & the Magic of Scheduling:

What you schedule will GET DONE

What you **Don't** schedule will NOT GET DONE

NEW YORK TIMES BESTSELLER

THE
12
WEEK
YEAR

GET MORE DONE IN **12** WEEKS
THAN OTHERS DO IN **12** MONTHS

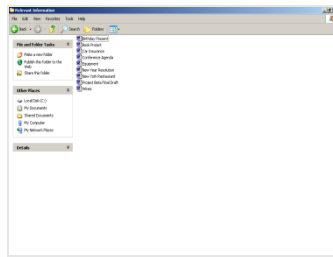
BRIAN P. MORAN
MICHAEL LENNINGTON

WILEY

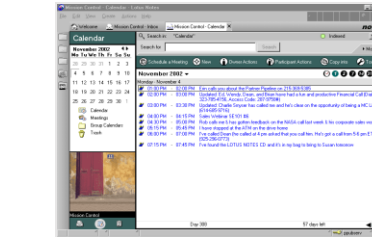
Quick Capture practices

Things to Do

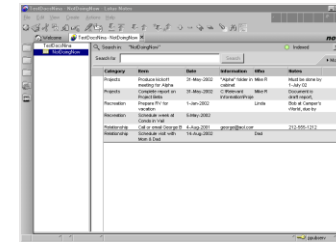
Quick Capture



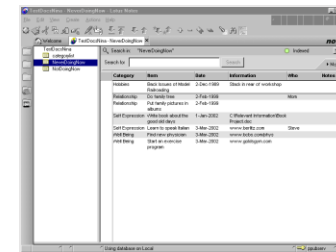
Information System-One Note



Schedule or Calendar



Waiting List



Someday List