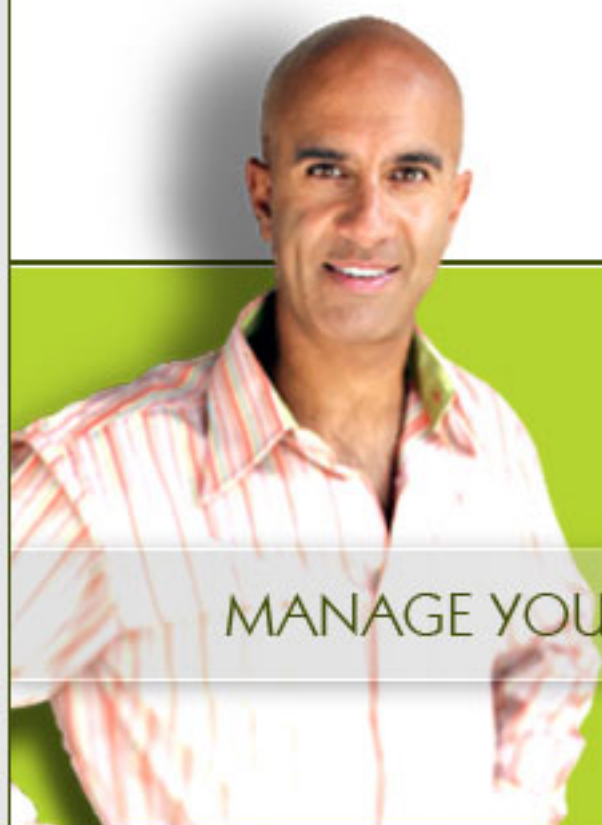


A Workbook Based on the Bestselling Audio Program



MANAGE YOUR TIME, MASTER YOUR LIFE.

R o b i n   S h a r m a



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## Introduction

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### Welcome

Elite performers get more done in a month than most people accomplish in a year, and they do it by practicing simple fundamentals around how they use their time. This action-oriented workbook, based on Robin's bestselling Instant Audio Download of the same name, will help you incorporate these powerful practices into your daily life and enable you to Manage Your Time and Master Your Life.

### How to Use this Workbook

There are nine chapters in this workbook. Try to complete all of the exercises in each chapter before moving to the next as they build on each other. Remember that successful people consistently practice simple fundamentals. Dedicate yourself to getting the most out of each exercise, take the time to reflect deeply and ensure that these fundamentals make it into your daily practice. The more you give to this program, the more you will receive. Remember that success is no accident and greatness is a choice.

There are several kinds of exercises in this workbook. Some are simply questions for you to reflect on and answer. Others ask you to list goals or insights. Some ask you to take action on what you have just learned. Be sure to take some action on each day of the program. This is great practice for developing a "Do it Now" mentality.



## Learning Goals

The first step is to clarify what you want to learn from this program. By writing down your goals for this learning experience you increase the value of the program exponentially. Complete the learning goals exercise below and return to it after you have finished the workbook. In the left-hand column write down what you hope to improve as a result of this program. Then, in the right-hand column jot down a brief description of why this is important. The more emotional and personal the “why” the more powerful your motivation will be.

<b>Learning Goal #1</b>	<b>Why</b>
<b>Learning Goal #2</b>	<b>Why</b>
<b>Learning Goal #3</b>	<b>Why</b>

## Journaling

Keeping a journal is a proven and powerful way to make changes in your life. If you do not already have one, go out and get one now. It does not have to be elaborate. You just need a notebook in which you can write down ideas and lessons from this program, your daily reflections and responses to the exercises contained in this workbook.



## Chapter 1: Time is the Stuff of Life

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“In a changing world, staying still leaves you behind.”

**Robin Sharma**

How do some people craft extraordinary lives, while so many of us with equally powerful gifts squander our lives? It comes down to how we manage our time. I have had the privilege as a life coach, as a success coach, and as an executive coach of working with some of the most successful people in the world. I have worked with billionaires, celebrity entrepreneurs and wildly successful CEOs and one of the core traits of greatness that each one of them possesses is an incredible respect for time.

Let me put it this way. They jealously guard their time. They protect their hours. They are so focused on getting the most out of every day that many of them get more done in a month than the average person gets done in a year, two years or even a lifetime.

I have observed two things about how the best of the best deal with time. First, they have a different attitude towards time: they realize how truly limited and powerful a resource it is. The second observation follows from the first. Because they know how limited time is, elite performers are incredibly disciplined and strategic around how they use their time.

In this workbook I’m going to share with you the elite attitude towards time and nine strategies that the best of the best use to squeeze the most out of every precious day. By adopting this attitude and these strategies you will be able to go out into the world and begin to make those daily course corrections that get you to world-class, not only professionally but, spiritually, emotionally and financially.



## **The Three Regrets**

Recent research has explored what people think of their lives as they approach death. People on their deathbeds share three major regrets:

1. I did not reflect enough.
2. I did not love enough.
3. I did not take enough risks.

### **Reflection**

Most of us fail to take the time to be introspective because we live our lives like a five-alarm fire. Yet at the end of our lives, we regret not being thoughtful enough. Not really thinking about our values. Not detecting our philosophy. Not asking ourselves the big questions such as, “Why am I here?”, “What am I meant to do?” or “What are my gifts?”

### **Love**

I don’t know of anyone who said on their death bed, “You know I was too nice as a human being. I championed too many people. I celebrated too many teammates. I probably loved my family too much.” Actually, at the end of our lives we regret that we didn’t open our hearts to people. That we didn’t speak our truth to people.

### **Risk**

Most people play it too safe with their lives. And what happens? Their potential greatness dies on the vine. They may avoid a failure; however, they never experience the satisfaction of true success, passionate romance or heart-in-your-throat adventure. The truth of risk is that avoiding risks is the biggest risk of all. In a changing world, staying still leaves you behind.

And when you ask people why they don’t reflect, love or risk more they say, “I don’t have the time.” I respectfully disagree with that. Time is the great leveler. Mahatma Ghandi only had 24 hours in a day. So did Mother Theresa, JFK, Madame Curie and Richard Branson. These people manage their time and ensure that their greatness is realized.



## Exercises

## Last Day Reflection

Imagine that your doctor told you that today would be the last day of your life. Take the time to reflect deeply on the following questions. Write down the answers in the space provided below or your journal.

1. How would you feel?
2. What are your regrets?
3. What would you have done differently?