**11-10-2023 - Video\_Transcription**

[Chris Moss] (0:06 - 0:15)

Hello, we'll give it a couple of minutes, just let everyone keep coming in and then we'll kick off in a couple of minutes at 12 o'clock.

[Attendee 1] (0:33 - 0:33)

Morning.

[Attendee 8] (0:35 - 0:36)

Good morning. Hello.

[Chris Moss] (0:51 - 0:55)

We'll just give it another minute and then as soon as we hit 12 we'll kick off.

[Attendee 8] (1:12 - 1:16)

Morning Tom. Long time no see.

[Attendee 3] (1:51 - 1:51)

Hi guys.

[Chris Moss] (1:53 - 1:58)

Hi. Laureen, you've come back on, you were Garrett Pierce before.

[Attendee 6] (1:58 - 2:11)

Yeah, I know, because I control his Zoom account, if I'm ever logged in as him, set up his meetings, I forget to log him out and log myself back in. So I end up always attending meetings as Garrett.

[Attendee 8] (2:12 - 2:13)

Brilliant.

[Chris Moss] (2:17 - 2:22)

When I saw it, I thought maybe, maybe he decided to join us. I saw your face.

[Attendee 6] (2:23 - 2:25)

Yeah, people get a shock.

[Attendee 8] (2:32 - 2:35)

You're the better looking version, it's all good.

[Attendee 6] (2:36 - 2:37)

I've got more hair, that's for sure.

[Chris Moss] (2:39 - 12:11)

Don't tell him I said that though. Brilliant. Brilliant.

We'll kick off. So just to set the scene for this. So I'm going to go through a number of top tips and share some insight into CAVE Time.

And then after that we'll be able to go into Q&A of any questions that you might have that I can shed some light on in regards to CAVE Time or anything else that I might be able to share on. I'm really excited to take you through this and just give this insight. I believe that it's the most important time of the year with property entrepreneur, in particular, with the blueprint.

Now is when the heavy lifting is done. And if you nail these next three months and you take it seriously and you get in the CAVE and you carve out as much time as possible, the results you will get next year will be dependent on how well you do this season. So it's well worth taking it seriously, carving out the time.

And we're going to go through some top tips that will hopefully help you make that a lot easier to actually do. I've made a few notes as I go through this. So if I'm looking down, I'm just looking at my notes so that I make sure I don't actually actually miss anything.

The reality is most people are so busy working in their business and so busy running around that they never take that time to actually think about where they're going and what they want to do. And we obviously have that opportunity now to actually do that. And it's something that we want to take the absolute max advantage of so that we can set ourselves up next year to have the best year on record.

Quick intro to me for anyone that doesn't, that haven't had a chance to meet. So my name's Chris and I run a company called Oversubscribed. So we help property entrepreneurs raise their profile online.

Apologies, I'm just going to mute someone here. There you go. Cool.

So yeah, so I run Oversubscribed, a marketing company that helps property entrepreneurs raise their profile online. But more importantly, relevant for this call, I've been a property entrepreneur for the last four years and have been able to execute and have my best year on record every year, four years running on the metrics that I set that qualified as my best year. So I'm keen to share some of that insight of what I've learned over that period.

So there's some top tips I'm going to run us through. So the first one, which some of you might have started to experience at this point, is you have to get comfortable with being uncomfortable. So for me anyway, and it happens every single time I get around for this part of the year, it's quite an uncomfortable process to actually start throwing up all of these big questions.

And what we want to be able to do is just get comfortable and understand that's part of the process. When I first started doing CAVE sessions and it felt really uncomfortable and started asking these bigger questions and starting to dive into stuff, I didn't realize part of the process is feeling uncomfortable. So that would be my first top tip is if you are, if this isn't, if it is uncomfortable and it is hard, it's supposed to be.

And that's exactly where you should be and just get comfortable with that's how it's going to be. But you'll thank yourself once you've actually put that effort and time in and you've got the clarity you need. And I'm going to share what that clarity looks like for me as towards the end of this.

So that's the first top tip is be comfortable with being uncomfortable. The next top tip is, and Adam touched on this in the session, but there's power in places. And what I mean by that is you can put yourself in a totally different headspace by taking yourself somewhere different to do CAVE times.

It might not be possible every single day to do it, but wherever you can, if you can put yourself in the best possible environment, depending on what you're trying to achieve. So for me, what that looks like is I'll find a nice hotel and almost every hotel you can just go and have a coffee in one of their rooms and I'll do my CAVE time there. And for the price, probably an extra couple of pounds for a coffee, being in that sort of environment is really conducive to having a good CAVE session versus potentially a Costa coffee or something else where the environment's not quite as nice.

So that's the second thing with this to sort of really get the impact is just think about where you're doing it and try and make that environment as good as possible. So that's the second top tip. The third top tip is slightly off CAVE time to a degree, but it's execution with this is everything.

And there's a few different things I do that allows me to take all the learnings from Property Entrepreneur and then implement as many of them as possible. I'm going to share the structure I follow to make that happen. It's definitely, there's a clear difference as to the outcomes you'll get, and it will just be all down to whether you execute on it or not.

So I'm going to share my top tips on how to best execute the Property Entrepreneur blueprint and then implement the learnings from the session. I'm sure hopefully we all agree that there was huge amounts of nuggets that are delivered throughout the session. But then what we want to be able to do is take that momentum, that insight and actually put the work in in these CAVE sessions to do it.

So the process I follow to make sure I do that is a few, there's a few different things. So when I'm going through the workbook and I'm listening to Property Entrepreneur, what I'll try and do is just put a little CT by anything where I need to do a CAVE time. So obviously we've got the list in the back of the book, which is the homework, which we already know what that looks like.

But when I'm going through and I'm sat in the sessions, I'll have other nuggets of wisdom or ideas of things that are relevant to me that I need to execute on. So, for example, one of the ones when Dan was talking about bounce back boom and inflation and that segment, a CAVE time, he touched on maybe if you're looking to buy a dream house or something like that, it could be a good time of year. So I put a little CT by that.

I make a note on that and then put a little CAVE time. So I know to come back to that because it's not on the homework, but it's something I want to execute on. So as you're going through the sessions, I would highly recommend just putting a little star or a little CAVE time on any of those nuggets that's not necessarily in the homework, but it's something you want to work on.

So that's the first part of the process that helps me make sure I don't miss stuff. The second part is as soon as the session's finished, ideally the morning after. So for advanced, that's on the sessions on a Friday that I attend.

And then on Saturday morning, what I'll do is I'll get my book straight back out and I'll go through it and I'll read through all of the notes. And then again, just make any highlights of stuff, actions I need to take off the back of those learnings. And again, it just allows me to execute on everything as much as I can that's relevant to me.

And then the final part of that is when I sit down on that Saturday morning to review the whole session while it's fresh, don't leave it a week because you'll forget a lot of the stuff and you won't quite understand your notes. Whereas if you summarize them and think about them on that morning after, it only takes me half an hour to an hour, but it means I've then not missed anything. And then the final part of the process that allows me to execute on this is at the start of my journal, I'll just put workshop one, and then I'll have a list of all the things, all the points that I need to do over the next month to be able to execute on it.

So yeah, that's the next step that I'll do. So I'll have all the homework in here, so I've got my lessons learned, more or less keep, my hero, all of those. But then all those other little points that I wanted to make some actions on, I've also put in there.

So, for example, yeah, so like write my ideal day, that was one thing that Adam mentioned in the session that I thought, oh, that'd be a really cool thing to do and just start to get me thinking about what that looks like. And that was something I'd written down in it, reviewed it, and then now is in my journal. So then what I'll do, and I'll move on to the next top tip where this incorporates, but now I've got my hit list of everything for this first month as to what I need to execute on.

And so yeah, I hope that, does that make sense? Yes it does, yeah. Seeing a question here.

Thank you. Thank you. Just seeing a question here from Steve, can you repeat the tip related to using your journal at the start of each workshop?

So what I will, what I'll do is the very first page, and I leave, I leave eight pages for this, so I've got one for, or it's just under a page per workshop. And then what I'll do is I'll write workshop one, and then I've summarized all the CAVE session points or all the actions I need to take off the back of that first session in my journal. Yeah, does that make sense?

Cool. Cool. Looking smart as ever, Steve.

Looking good.

[Attendee 4] (12:12 - 12:13)

Well, the office.

[Chris Moss] (12:15 - 16:05)

So yeah, that's the, that's the process I follow and they're not all CAVE sessions necessarily, it might be something that I need to ask one of the team to do, or something that's just some nugget I've taken from the session so I don't forget it. I'm just going to take a couple of these questions now just in the chat box and then I'll carry on with my next top tip. So do I prefer a physical journal?

So I have a combination so I do all my journaling physically in the Profit Entrepreneur journal, but then I do a lot of my lists and a lot of my that side of things which you'll see in a sec I'm going to share it with you on digitally on my map. So the next question is, Chris, do you put every action slash thought through CAVE time before you put it into workflow to execute? It totally depends on what the action is so it might be something that's really easy and quick for the team on me to do and it's not really a topic that needs to be CAVE timed, in which case I just execute on that or hand that to someone to execute.

For example, Dan might give a piece of advice a while back about fixing interest rates when they were low, that wouldn't be something I'd do a CAVE session on, I would just simply, I just execute on that or I give it a team member to execute. Whereas if it's something that needs a CAVE session, something more thoughtful like lessons learned or that sort of thing, then I do a CAVE session on that. I'm going to keep pushing through on these top tips and then I'm going to loop back around to these questions I think some of them I might answer as we go through.

So the next is Sunday sanity, so I'm going to just talk about how I then schedule my diary so that I can make sure I'm finding enough time to do those sessions. So I've now got the list of everything I need, but then there's a really clear process of how I actually go about executing and finding the time in the diary for that. What I'm going to go through now though is, depending on where you're at, might be advanced and might be overkill, and it has taken me a number of years to get up to a diary management system in this way, and that allows me to do what I do.

So don't worry if this is totally sort of just too advanced. I am talking about stuff that I've learned on Property Entrepreneur on Advanced and even some of the board level insight here. So if it's not relevant, don't worry too much, but I thought it'd be really useful to share this.

I think it's a real game changer. So what this is, is the diary system and the structure I follow just in my days in general and my planning system. So at the bare minimum, we've obviously got our Sunday Sanity where we plan our top 10 tasks out.

And what I would recommend in your Sunday Sanity is to include some of those CAVE sessions. So make sure when you plan your top 10 week, look at that list on the front of your journal or wherever you keep it. Look at the homework list and then make sure you're putting some of those in that Sunday Sanity just so you put the focus on it.

And it's not just all the noisy business stuff that you may need to do. Make sure you've got some of those in there as well. Do that as like the bare minimum.

And then what I'm going to share now is sort of the advanced way in which I plan my Sunday Sanity. So each Sunday, and sometimes I do it on a Friday evening, sometimes it'll be a Saturday morning. But what I call the Sunday Sanity hour is there's a number of steps I follow to be able to make sure I execute on that.

I'm going to share with you my screen the exact things I do, and I can also potentially post this in the group after if anyone wants it.

[Attendee 8] (16:09 - 16:33)

So let me just share this. OK, cool.

[Chris Moss] (16:33 - 29:16)

Can we see that? Awesome. OK, cool.

So this is the Sunday Sanity process that I follow. Takes me about an hour in total to do this. And what this is, it's just a calendar invite in my Google Calendar.

But then what you'll see here is all the questions that I ask myself during my Sunday Sanity to make sure I effectively plan my week in order of priority of things that need to happen. So the first part when I do my Sunday Sanity is I look at how did I do on my top 10 last week? So out of the 10 things I said I do last week, how did I do?

And I'll just put a score in there, say 9 out of 10, 10 out of 10, ideally 8 out of 10 if it's not such a good week. So how did I do last week? Any lessons learned?

So I don't take forever. Apologies. I don't take too long on this, but I'll just think are there any key lessons I've learned this week, some real obvious ones.

I'll look back over my calendar and just is there anything that screams out for me, which helps me when we get back to this time of year next year. And I need to look at my lessons. I can just go back through all my Sunday Sanities and I've already got a reasonable list of lessons that I'm looking at while I'm in the mix doing it.

The next is any key wins. And this is more just to make me feel good, feel like some weeks nothing gets achieved. Once I do my key wins and I realise actually the needle has moved.

So key wins is a good one. And finally, on the sort of more review side of things is what did my time tracker show? So I track all my time using Toggle and you're going to get more insight into this as we go through as you go through Property Entrepreneur.

But I basically track it and then I look at what time did I spend where. So I'm really tactical about what hours I spend on what businesses and then within that business, what are the actual roles I'm playing in that business and where do I need to do it? So how many hours am I putting onto each business?

And then I review that at the end of this week, each week so that I can make sure I'm not spending loads of time doing stuff that I don't actually want to be doing or doesn't move the needle for me. And it's obviously never perfect, but it gives me huge clarity. Next thing is I review my monthly calendar.

This is just an Excel document that's been set up by one of the team that has all of our key dates in everything from family, family members, birthdays through to insurances that are coming up or real high value stuff that I just want to be able to scan and see over. That's a new thing that's been implemented. I wouldn't worry too much about that.

But this is this is where this next section here, this is where I start to plan the Sunday sanity. So the first thing I look at is when I'm planning my Sunday sanity is my time blocks. I call it monk mode.

It's actually just when I go to the gym, when do I look after my own fitness? So that's the first thing I put in my calendar is making sure my time blocks is there. And I have what I call a default diary, which I'll share in a in a second.

I then look at the quarter targets. So what are the quarter targets that I'm looking to achieve this quarter? And they've already all been planned in.

And I'll look back round to that in a sec. I then look at the monthly targets. I then look at the winter hit list, which if you've been on the blueprint, you will have insight into what that looks like.

And then I'll basically move down these. And what it means is by the end of this, I will have planned in all those out of those top 10, the highest value things that I need to do that, first of all, is going to allow me to hit those quarter targets, which then allows me to hit the yearly targets is the is the aim of this process. And then once I've done that and I've got those top 10, what I then do is plan that into the actual diary itself.

And I'll put Monday. This is what I'm going to do. And as you'll see on the calendar on the left here, those things are actually some of them are team meetings.

Some of them are various things, but it's all planned in. So going into the week, there's no guesswork for me as to what I'm going to do when it's already planned out. There's some areas in that effort curveballs that get thrown at me.

But other than that, it's it's it's planned out as it as it should be. And then before I sort of go live on that, it's just asking myself this question. Is this top 10 going to make me is going to is going to take me to where I want to go?

So that's the final part of it is just looking at that top 10 and going, could someone else do it? Do I need to do it? And is it actually going to move the needle?

And hopefully you'll see by doing it this way, you're just being highly strategic in terms of what that actually looks like. I'll quickly show you what that those quarterly targets look like. So you can just get an idea as to what I'm referring to with with that.

So I'll have the quarterly targets. So on a quarterly basis and you'll get more insight into this as you go through property entrepreneur. So don't worry too much about implementing this.

But I'll basically have for the different businesses. What are the key things that I need to do for those businesses this quarter? And there's not a lot per business.

There's only a small handful. And then for October, I'll break that down. So then I've got for each one of the areas I've got what needs to happen.

And then finally, this is what my Sunday sanity then looks like is here. So I've then got each day the high value things. These are the two key things I need to do on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, etc.

Hopefully that. Makes sense. And so, yeah, that's that's the next top tip is just with your Sunday.

Sanity is making sure you've got those top 10 at the bare minimum and making sure within those top 10, you've got some of those homeworks built into that. And then obviously what I've just shared is the is the level on from that. What I have on a weekly basis that allows me to get these sessions in is what I call my default diary, which is going into the week, the certain days and times I do certain things.

So, for example, I follow something that is called again. This is potentially advanced and not relevant, depending on where you're at. I do.

I don't take Monday. I don't take any meetings on a Monday outside of the summer season. I don't take meetings on a Monday or a Friday so that I can spend purely those times working on high value things that that I need to.

I then on a Tuesday morning, I have a session which is called D.N.D. Do nothing. Delegate everything. That's where I look at my lists, look at everything I've got to do, look at my team meetings and I'll spend two hours planning out all of those team meetings or client meetings.

So I'm not having to continuously plan for meetings throughout the week. I plan all my meetings in that one session, which is another thing that's in my default diary. The final thing that's in my default diary is what I call Zen till 10, which basically means no meetings until Monday and Friday, no meetings anyway.

But then on Tuesday, Wednesday, Thursday, no meetings before 10 a.m., which then gives me that time in the morning to be able to do a cave session or two in the morning. So what that means is I've got loads of time in my diary where the other days are pretty compact and they're almost back to back. But then I've pushed everything else into those three days.

So the mornings and the Monday and Friday, I've got more time to actually do cave sessions, planning, build stuff. I need to prime time, all of that sort of stuff. And then I group all the tasks together.

So I'm not jumping from one client meeting then to another. And then a 30, 40 minute break and something else is all everything is time blocked to allow me to sort of move quite quickly through things and not have to jump around. Hopefully that makes sense.

There's definitely some more advanced things there that I haven't just implemented overnight and have taken me quite a lot of time, four years to actually build up to be able to have Monday and Fridays with no meetings. If someone had said that to me before, I probably would have thought it just wasn't feasible and that that's just not a thing that's possible. And I appreciate if you have children as well, that throws another spanner in the works in terms of what that can look like.

However, there's definitely huge value in a number of those planning techniques that I just shared. And what that all leads up to is the final top tip that I've got, which is what I have created, which is this document here, which is basically a life and business strategy for 2023. So this is my 2023 one.

And this is what we're the clarity that we're trying to get throughout the next three months. And this is why CAVE time is so important, because what it will allow you to do working through all these sessions is you'll get to the end of autumn and you'll be able to pull your presentation together and have this clear clarity and insight onto everything. So I'm just going to share with you a quick overview of what mine looks like.

So you can see what I include in this document. Again, no need to worry too much about this, but just know this is what's being worked towards. And this is the level of clarity that off the back of these CAVE sessions that you will get.

And it's why they're sort of so, so important. So this is the document that I pulled together. I do all these CAVE sessions, I do all these exercises, and then this is where we will end up.

And this is a lot of the property entrepreneur methodology just pulled into a single document that allows me then to look at. What I do is I look at this every morning or most mornings in reality, aim is every morning, and it just allows me to stay on track and not get distracted. And it's also where those quarterly and monthly goals are broken down from.

So the first thing is I have my year of, which will be covering all of this as we go, as you go through property entrepreneur. But I have what's my year this year? What are my personal and professional objectives?

And what do they look like? What are my lessons from last year? What are the reasons why?

So like, why am I doing this? And there's a load of reasons for that. What does success look like for this year?

What's that? What's the rewards? What are the challenges for me this year?

What are my handful of habits? Who do I need to become? So what are the traits that I need to encompass?

Weighing up the iceberg, do I actually want to take that challenge on and commit to that? Vision board. So this is my five year plan.

I'm four years on property entrepreneur. This this one is just done. So I'm actually going on to this final year here at the moment.

But that's my five year plan, which you will have all seen the similar version of that. My values, my beliefs, any affirmations that I want to really drill into myself going into this is last year's now. So I'll create a new one at the end of this autumn.

Long game. So I've got two years left on my long game as of when I created this for the different areas. Wealth, health, pleasure, business and then headline strategy for both the companies.

So what are we actually looking to achieve? And then the breakdown on those. And then finally, one numbers distribution of focus and then the business models themselves for both business.

So I can make sure I'm staying on track with those. Just a bigger version of my five year plan. And ignore that one.

And then my vision board as well. So hopefully. That condition, I just wanted to share that to show you the insight into the clarity that you can get, because as you can imagine, when I look through this every day and on most days of the week, it's almost impossible for me to fall off track.

And I very quickly know all the time whether or not I'm moving towards what I said I'd execute on or I'm not. But that whole document and all of that thinking was done last autumn. So I can do all the thinking.

I can do all the heavy lifting. I can lock it in. And then I just need to execute.

I just need to follow the plan. But that's why I say getting these cave sessions in is so important and getting it right straight from the go so that you can make sure you have that clarity going into next year so you can have the best year on record. So that's the they're the top tips and just a bit more insight.

Hopefully that was useful and hopefully I didn't lose lose anyone there and appreciate them. I've gone quite quick on some of that. So any questions you've got, please feel free to feel free to ask.

And then I'll also work through the chat and the questions in the chat box as as well. Steve, I can see your hand up.

[Attendee 4] (29:17 - 29:39)

Yeah. Hi, Chris. I'm sure everyone agrees that was pretty fantastic.

Well done. I'm just going through that strategy document there. There's a lot there's a lot of the titles that are in homework, even his first session.

Is that sort of where we're heading to as we get into January? Is that the strategy document or is that just something you've created to consolidate what is the next three months as well as the strategy?

[Chris Moss] (29:40 - 30:43)

Yeah, so that's something I've consolidated. However, what we're what we're all working towards is the presentation day, the strategy day in January. And basically, this is a built out version of my strategy day presentation.

The strategy presentation is only 10 minutes long, but this is the built out version of that, essentially. And I'm happy to share my template if anyone wanted it. I can share the Canva document template I used for that if anyone wants it.

But you're going to go through all of these sections. So as you as you say, some of them are already on this week's this month's homework. Next month, some of the other topics will be covered.

And then finally, in December, the final set of topics. So what you'll then be able to do is go back through your journal. So I have that template now.

And all I do is put some time aside about half a day. Once I've done it all, I'll go back through my journal. I'll type up my lessons learned.

I'll type up what my headline strategy is. I'll type up my objectives, etc. Which by January, following the blueprint, you'll have all of that clarity locked in.

[Attendee 4] (30:43 - 30:49)

OK, great. I've got lots more questions, but I'll let other people speak and maybe this time at the end I'll jump back in.

[Chris Moss] (30:49 - 30:57)

Awesome. Awesome. If anyone else has got a question, feel free to just unmute yourself and ask because I can't always see all the hands.

[Attendee 1] (31:01 - 31:37)

Can I ask a question? Sure. Yeah.

Hi. Hi, it's Sian here. So I work full time.

So, you know, obviously trying to develop business as well. So kind of my Sunday sanity is for business, but I've only got sort of evenings, weekends. I wonder if you could sort of give any tips about that, because I find it quite difficult to know how long things take.

And also, you know, setting things up when it's evenings. Any any tips would be brilliant to my Sunday.

[Chris Moss] (31:38 - 33:02)

Yeah, no, absolutely. So one thing that is something I struggle with as well, and after doing sort of running a business for just over 13 years now, I thought I might have nailed this, but I absolutely haven't because everything seems to take me longer than I anticipate for it. So what I now do is when I plan my Sunday sanity, I have a sort of a saying, which is actually one of Dan's sayings, is plan for double to stay out of trouble.

So basically, when you're doing when you are doing it, if you've only got a limited amount of time, it's just be really reasonable with yourself. And if you think it's going to take you an hour, just put two and a half in or something so that you've really covering. It will mean you've got less that you can get in, but it means that you're more likely to actually do them right as opposed to run out of time or something like that.

That's that's the first thing. And then. I think just being realistic with yourself is what you can do in an evening or early morning around the around the job as well.

I think that's probably a key thing to to just, yeah, not not sort of. Yeah, get the success triggers in there and actually get the progress as opposed to trying to put too much in and then and then just feeling down that you haven't hit it. That's about all I can share, unfortunately, on on that.

Yeah.

[Attendee 1] (33:03 - 33:11)

So I love that plan for double to stay out of trouble. I really like that. That's really good.

Yeah. That'll be my mantra.

[Chris Moss] (33:12 - 33:45)

Thank you very much. What I'd also recommend as well is potentially posted in the community and asking that same question to everyone on the Facebook group, because I know there's people in the community that will be in the same position as you or have been. And I think it'd be worth getting their insight on it as well.

In particular, Rachel. I know she transitioned on property entrepreneur from a full time job to to her portfolio and doing property full time a number of years ago now. But she she probably will have some insight on to that as well.

[Attendee 1] (33:46 - 33:49)

OK, that's thank you very much. Really helpful.

[Chris Moss] (33:49 - 33:59)

Is anyone else got any any questions? If not, I can have a look at the chat.

[Attendee 11] (34:00 - 34:15)

I'm Gabby. Hi. Hi.

Hi. Hello. Holidays.

When you're when you're away, do you switch off or do you still do a Sunday sanity? Do you still take some time out to do cave time? How do you treat a holiday?

[Chris Moss] (34:16 - 35:29)

Yeah, great question. And it depends. Some holidays are going on the holiday, but I'll use it as a place where I've got some breathing space to do loads of cave sessions and journaling and that side of things.

Equally, sometimes I'll go away and my. Yeah, I won't. I won't.

And I won't do anything. And it will purely be a holiday. I'll spend it with my family and that will be it.

And my happy medium, which is my ideal, if it's totally my choice, sometimes my family, it's not the case. But if it was totally my choice, what a holiday would look like for me is I'd wake up reasonably early. I'd ideally do some form of fitness and then I would spend an hour to two hours doing some cave sessions and then I'd enjoy the rest of my day feeling good that I've done the productive stuff.

And but then still equally having a having a holiday. That being said, each year I've kind of have different focuses. So this year for me was the year of pushing the limits.

So I was more aggressive on I went on quite a few holidays, but I was more aggressive of actually spending a lot more time working while I was on those holidays than perhaps other people would want to or even feel comfortable doing.

[Attendee 2] (35:34 - 36:26)

I mean, so what it is me, so I put a comment in the Facebook group before that if you saw Blaze in the dictionary, probably be a picture of me. I'm so blazy in the way that like, you know, like I can set my day out, but then adhering to that day is so hard work for me. Whether it's because like, you know, like Blaze is like kids in candy stores aren't they all day, you know what I mean, just getting to see the lights and stuff like that, you know.

And so have you got any tips of where, and I think I know the answer is just down to discipline really, but have you got any tips of where to stay on track really and do so? If you set out them five tasks within your diary that day, then you all get dealt with kind of thing. Because I've genuinely set out like five or six tasks, got to the end of the day and thought I haven't even gone to any of them appointments or them calls or stuff like that, which is, it's a nightmare as you can imagine.

[Chris Moss] (36:27 - 37:37)

Yeah. So, so totally, totally know where you're coming from there. I'm a creator, but there's a good portion of me that's blazy as well.

I struggle with that too. And if you're to speak to someone like Adam, he'll definitely be able to give you some more insight into this as well. But what I will do is I'll raise the stakes.

So I'll send people calendar invites, or I'll commit something to someone, because I'm going to be the first person to let myself down. I won't let other people down. So trying to find a way with as many tasks as you possibly can to raise the stakes.

So it might be that you're doing something, and a team member needs it after or you're going to call someone at a certain time or whatever it is, like tell them you're going to do it, or tell that team member that I'm going to get to this to you by one o'clock tomorrow, or whatever it might be because then you've got no choice. Also, if you plan the week out so you've got it in your calendar so it's back to back, you very quickly notice if you're falling off behind track like I know for this I have an hour after there after that I know I've got something else to move on to. So, I've got no choice this has to last an hour or less.

[Attendee 2] (37:38 - 37:40)

Oh, brilliant. Thank you mate. Cool.

[Attendee 8] (37:43 - 37:44)

Any other questions?

[Attendee 7] (37:45 - 37:47)

Hi Chris, it's Andy here.

[Attendee 8] (37:47 - 37:48)

Hi Andy.

[Attendee 7] (37:49 - 38:07)

I'm a mechanic creator lord so I love improving myself and try to organise myself better. So, I see that you've got so many books behind you. So is there any top, I don't know, five books that you recommend that that make the massive difference on your journey that you can recommend me to look into?

[Chris Moss] (38:08 - 38:33)

I have, what I'll do is I will put them in the Facebook group, and I did a blog on it a while back, and I've got a blog and on there I put those top five books. So I'll drop a link for that in the group after this so you can have a look. Equally, it will massively depend on where you're at so those top five books were the best for me when I first started, they probably wouldn't be the best books anymore, and that have moved the needle for me recently, but I'll share them nonetheless.

[Attendee 8] (38:34 - 38:40)

Okay, thank you. Awesome. Any other, any other questions.

[Attendee 3] (38:43 - 38:45)

Hi Chris, how you doing, it's Pat.

[Attendee 11] (38:45 - 38:46)

Hi Pat, hello.

[Attendee 3] (38:47 - 39:25)

Yeah, great session, thank you. Just a quick question on the process that you had going from, basically, it was the process where you were like, you were going from your quarterly to, I think it was like the monthly to the weekly. And it was, you just did it so fast and I was like, oh, I know I, it was hard to kind of like follow the process and you're basically just going, this is what I want to do in a quarter, so this is what I need to do in a month, and this is what I need to do in a week and then, and then you put that in your Sunday sanity kind of thing.

Is that the top and bottom of it?

[Chris Moss] (39:25 - 40:39)

Exactly, exactly that. Yeah, so, so, you're in the autumn, and what I'll be trying to do is figure out what are those things so just to use one that's really easy to break down at a round number, say I was looking to make 100,000 pounds on a business next year. That's then that would be my year target and my quarter target if it was split evenly would be 25,000, and then etc.

So yeah, but that's obviously easy to do on a financial figure, but for example one of our targets for over subscribed this year was world class. So we do NPS scores for anyone who works with us and the aim was that we got that every month so that's the, that's the year goal is that we're world class rated every month by our clients. And then each quarter, that's obviously broken down so every quarter it's we need world class ratings we need three of them because we ask our clients once a month, and then monthly is the same again.

And, but that's a great example of one where I would actually give that to a team member, whose responsibility is to make sure that's the, that's the case. It's something that process there that I've just give a real high overview on is something that's on advanced and, and also on the programme as well as we go through the year you'll, you'll get some more insight into that planning process, but I thought it'd just be useful to share this sort of overview on on that.

[Attendee 3] (40:40 - 41:01)

Yeah, thank you. Yeah, so you put in, so in a nutshell was it kind of like your Sunday sanity was in the diary for each, obviously, I think you added on the Saturday, and then you put then you would do like you'd have all the tasks in the, in your notes, but quarterly, monthly, weekly is that how you, you do it.

[Chris Moss] (41:02 - 41:40)

Yeah, so, so I have on those notes that I shared at the start of each quarter I'll look at my year goals, and I'll plan out what I need to achieve that quarter. I'll then on a monthly basis have another hour in the diary where I'll look at my quarterly, and I'll plan those out. So that month, I know what I need to do so as long as I hit them I hit my quarter ones, as long as I hit my quarter ones I hit my year targets, and then on a Sunday sanity which is the hour a week.

That's another planning session where I then just go through the coming week takes me between 30 minutes and an hour. And, but that's with all my other questions that I answer that you that you saw. Does that help.

[Attendee 3] (41:41 - 41:50)

Yeah, so yeah, and I suppose we're going to be like developing and moving towards that over the next three months. Yeah, exactly. Yeah, yeah, yeah.

[Chris Moss] (41:50 - 42:04)

And I'm potentially jumping ahead slightly here with this but what I wanted to just really highlight is that if you do these cave sessions effectively and you put the time in the diary, you can get serious levels of clarity and planning to make sure you execute.

[Attendee 3] (42:05 - 42:06)

Yeah, that's great. Cheers.

[Chris Moss] (42:07 - 42:08)

Awesome.

[Attendee 7] (42:11 - 42:32)

Can I have one more question Chris sorry. Yeah, just, obviously we've got the WhatsApp group which this group is in. So, in the Facebook, it's all property entrepreneurs there.

I'm just trying to get a bit more understanding this. I think I told you I'm a bit social media zero so basically I'm trying to get back into it really.

[Chris Moss] (42:32 - 43:11)

So, on the Facebook group is everyone on the program. So I think the 61 people in there in total which will include Dan it will include Adam etc Josh, Rachel, but then everyone else is everyone on the program. So yeah, that's if you've got questions, I put it into the Facebook group and tag Adam in tag Josh in or tag Rachel in, and they'll be able to come back to any questions or ask your ask anyone else, and the value really is for me on property entrepreneurs always being, it is in the training and what's taught, but also the community as well that there's some awesome people in the community.

[Attendee 9] (43:13 - 43:40)

Sorry, Chris, just to Andy correct me if I'm wrong, but I think what he was asking was in the Facebook group is it the program advanced and everybody else but I think you've just answered that that it's the it's just a slot the program in that. So, yeah, so I think it looks like we've got it replicated as there's a Facebook group and as a WhatsApp group and I guess there's different threads going on in both of them from what I'm seeing which WhatsApp group feels a bit more transient, as it probably should be.

[Chris Moss] (43:41 - 44:00)

Sure, sure. And I've not actually seen the WhatsApp group that's a new addition for this year, so I'm not too familiar with that, unfortunately, but yeah, you're right on the Facebook group that is just the program and it sounds like if there's about 60 people in it, it sounds like that's the case for. Well I'm not in it and I'm in advance so yeah I think it probably is.

[Attendee 5] (44:03 - 44:07)

Cool. I have a question. Hopefully you can hear me.

[Attendee 8] (44:08 - 44:09)

Yeah, I can hear you.

[Attendee 5] (44:09 - 45:01)

Awesome. Excellent. So my name is Afam, Afam Sadiki, nice to meet you.

So my question is just mainly around the CAVE time. So one of the things I've actually struggled with over the past few months and even so over the years is kind of like time management. So I typically find that there's not enough hours in the day for me to actually do what needs to be done during the day.

So in terms of advice, I was always thinking that CAVE time would be better to do first thing in the morning, when you just kind of, you know, you turn on the phone, WhatsApp messages are coming through so it gets quite busy. From your experience and also from your other kind of mentees experiences as well, would you find that CAVE time is better suited in the morning? What would you say works better for other people and for somebody like myself as well?

[Chris Moss] (45:02 - 46:24)

Yes, the main thing is wherever you can get clear headspace. Majority of people, that's early in the morning. So a lot of people on advanced, me included, will just get up an extra hour earlier during this time period and do some of the CAVE sessions early morning.

So I have what I call my Zental 10 and that means I don't look at my phone. I'm not perfect on this, but the aim is I don't look at my phone before 10. I don't go on social media before 10.

I don't do anything other than the high value stuff I need to do before 10. That way the world can't eat me alive. And my thinking is, if I can just do that after 10 o'clock, I can then get eaten alive and it doesn't matter.

I've had at least an hour of good CAVE times depending on what the morning routine goes like and how it looks like. I've at least got an hour in. That's what I would recommend.

If someone had told me a handful of years ago, don't look at your phone before 10, at the time I had a team of 19 people. If at that point someone had said don't look at your phone before 10, I would have been like, that cannot happen. The team need me.

I have to be available at least by half eight. The reality is, is once you change that and it just becomes the new norm, people just don't bother contacting you before 10 because they know you're not going to get back to them. Hopefully that helps.

[Attendee 4] (46:26 - 46:28)

Chris, can I jump in? Yeah, awesome.

[Attendee 8] (46:28 - 46:32)

Thank you. Sorry about that.

[Attendee 4] (46:32 - 47:09)

Sorry about that. Chris, I'm a steel, so I like structure. So when I've been starting these CAVE times, it's been like trying to keep it within a structure.

But what I've also tried to do, I made the great investment of actually buying some over-the-ear headphones, which have been a game changer, even in last week. So I'm finding myself being a lot more relaxed. And what I'm finding is that everything is just sort of downloading onto the page, not in a mess as such, but just trying to get everything out.

And then I've sort of adopted this process and let that happen and then try and rebuild it into what essentially is a strategy. Is that what we're looking for? Does that work?

[Chris Moss] (47:09 - 48:13)

Yeah, that's not that's not a bad strategy at all. So depending on what I'm CAVE sessioning on is what I sometimes will do is have, I've actually not got it nearby, but I'll have another notepad, not just my journal. I'll have another notepad and I'll almost just brain dump on that notepad.

It's in no structure. It's a mess. Half of it's not relevant, but it will just be on there.

And then what I'll do is once I've done that session and I've brain dumped everything, then I'll try and put it into a nicer looking format or a model or something in my actual journal. So I can try and keep the journal a little bit neater. But yeah, for the first couple of years, that wasn't the case.

I just did what I just brain dumped it all in my journal. And once I'd brain dumped it, I'd turn the page and then I'd maybe put a structure to it. So lessons learned and as an example, there's loads of lessons, way more than 10.

But what I'll do is I'll just brain dump all of those down. Then I'll go back through it, highlight any common themes, make mantras of them. And then I'll have a nice page that says top 10 lessons 2023.

And then I'll have my 10 lessons. And so, yeah, I think that's a good strategy.

[Attendee 4] (48:14 - 48:15)

Great shout out to that. Thanks, Chris.

[Attendee 6] (48:17 - 48:56)

Chris, can I just add one tip that I got from a board member, Ian Bower. Often I'm thinking when I'm out walking, so if I'm going to go and pick up the kids from school, etc., and I'm coming back and something pops into my head, I don't have a pen and pad next to me, do I, when I'm walking. So he said, send a voice note to yourself.

So I've got two phones, so I just send them. Now I send a voice note to my WhatsApp on my other phone. But if you haven't got two phones, just set up another WhatsApp account and just voice note yourself.

And then I always come back to it later on then and then get to it. That's just a good tip I found.

[Chris Moss] (48:57 - 49:25)

Yeah, no, absolutely. I do. I do exactly the same thing.

And I also have another group, which is content ideas, because I'll have content ideas when I'm out and about. So, yeah, totally great idea. How you set that group up for anyone who doesn't know is you add someone else into a WhatsApp group to start with and then just remove them because you can't set up a WhatsApp group by yourself.

So set one up with your partner, move your partner from it, and then you'll have that to do. But yeah, great, great tip.

[Attendee 2] (49:25 - 50:19)

Can I just, Chris, can I just tell a gang as well? So in my business, we use a thing called Notion. I don't know if you've ever heard of it, but it is unbelievable to a point where, like, my whole business runs through Notion.

But also you can set Notion up, so like, to whatever you want, like a CRM, like a massive, editable CRM. But I'm going to set up like cave time for my business partner. So me and him will have cave time set up personally, then we have cave time for business.

But you can also do like your business and your strategies on it. It's mind blowing how good Notion is. And if anyone wants to see what my business should look like, I'm more than happy to show you.

Again, I'm very blazy. I'm very good at setting it up for me to use. It's a nightmare, but the team are very good at it kind of thing.

But I'm more than happy to go through that with anyone. But it is, I feel like Notion's been like the game for my business, really, and personally.

[Chris Moss] (50:21 - 51:03)

Amazing, amazing. I'm not actually familiar with it. I've seen it, but I've never never used it.

I'll definitely check it out. Sounds sounds awesome. Some of the other people use things like Asana as well for sort of that similar type of thing.

I think I don't know if it's the same, but I know Asana is quite a popular one as well. Awesome. Any other any other questions?

Got about 10 more minutes. We are up to the point where if anyone wants to excuse themselves, feel feel free to. But I have another 10 minutes and I can work through some of the questions as well.

If we don't get a chance to go through everything, obviously, any questions you've got, you can put in the Facebook group and myself or one of the professional team can come back on that.

[Attendee 1] (51:04 - 51:14)

I just wondered if you could explain about toggle and how you use that for time tracking. It's not something I've ever done. And why do you why do you do that?

[Chris Moss] (51:15 - 51:16)

Yeah.

[Attendee 1] (51:16 - 51:16)

Yeah.

[Chris Moss] (51:17 - 52:57)

Yeah. No, good question. So time tracking is a total game changer.

And it'll be something that you'll be introduced to on Property Entrepreneur. And the whole premise around it is, is that you can just track where you're actually spending your time. Because everyone, a little bit like with your finances, when you actually track it and you look where they're going, there's always a surprise or two.

And your time tracking is exactly the same. You'll start to see that there's these times where you're, I don't know, spending four hours a week replying to emails. And maybe you don't need to.

Maybe a team member can support you on that or whatever that might look like. So that's the point of time tracking is that you can just get real clarity on where you're actually spending your time. But then what that means is now going into them for me is I can look at every week.

Where is my time being spent? And then I can look at is can I can I get more leveraged on that? Can I get someone to support me on that?

Or I can take it the other way and just decide, actually, that's I want to spend more time doing that activity. You've just got clarity on it. And so that's the that's the premise behind it.

However, on Property Entrepreneur, there was about two and a half years. They said time track. It's a game changer.

Time track is a game changer. And for at least two and a half of those years, maybe even three, I didn't do it. Last year was the first year where I did it every single day, every single work day and a total game changer.

And I wish I'd listened to them three years ago. So when you get introduced to it properly. Yeah, I'd highly recommend implementing it.

But wait until you're introduced to it. It will be around the winter hit time so that you can make sure you're spending the time needed. But, yeah, I highly recommend it.

[Attendee 1] (52:57 - 52:59)

Thank you very much, Chris.

[Attendee 10] (53:01 - 53:16)

Chris, just on that, in regards to Toggle, I've used it before, but I haven't used it recently. Any sort of tips in regards to using it? Do you use it 24-7?

Has it changed at all recently? It was about a year, over a year ago, I think I used it last.

[Chris Moss] (53:17 - 54:09)

So I use it for just work related stuff. So if I'm not working, I don't track what I'm doing in personal stuff. Some people do, but I don't.

What I do is so in Toggle, I have the different businesses set up. And then within that, the subcategories of the tasks I will do. So it might be, for example, sales in the one company.

It might be team calls in the other company. So then I just every time I'm doing a task, I'll put the task on and then I'll just set it to it. So I can then see what business am I spending what time on and then what task within that business.

And then it creates nice charts so I can clearly see that. And the aim for me is to spend less time on admin to related tasks and more time on tasks that are going to move the needle. OK, awesome.

[Attendee 10] (54:10 - 54:21)

Yeah, that's a good tip. I am considered doing it for different businesses. So that's because I find myself spending a lot of time on property stuff where.

Yeah, yeah, great. Thank you.

[Chris Moss] (54:21 - 54:49)

The next level to time tracking is is then looking at your hourly rate. Again, it's a proper entrepreneur blueprint you'll go through, but is then going, OK, well, I spent last year a however many 500 hours doing X. How much did that pay me?

Those 500 hours. And then you'll find, especially if you've got more businesses, there's one business where you might have a really high hourly rate and another business where you've got a lot lower hourly rate. And without and you won't realise that potentially without tracking it.

[Attendee 10] (54:50 - 54:52)

Hmm. Yeah. OK.

Awesome. Thank you.

[Attendee 8] (54:55 - 55:02)

Any other questions? OK, cool.

[Chris Moss] (55:03 - 56:48)

Well, I got about five more minutes. I'm just going to have a quick look through the chat, see if I can pull out a couple of questions. I'm not going to have a chance to get through all of them.

So if you have got any questions, feel free to jump in now or put them in there, put them in the Facebook group. So the question is, how often do I read back on my journal? And so all during this process now, I'll look through last year's journal and I'll see if there's any lessons or anything in it.

So I will review last year's journal. But then other than that, generally throughout the year, I'll be doing different types of sessions throughout the year on different topics. Might be a new asset that needs to be built in the business.

So I'm always in the journal, but I'm not not necessarily reviewing other stuff, mainly because I summarise it all in this document. And I review that daily, almost days at least. So, yeah, hopefully that answers your question, Kate.

I wish I had your training when I was your age. I think that about 10 years ago, too. I was like, I wish I knew that.

I wish I knew this when I started my business, because I spent six years making every mistake you could make. And then I realised that there's a structure to all of this stuff and things have gone a little better since then. So, yeah, I know the feeling.

Can I send a screenshot of my Sunday sanity? I'll put it in the Facebook group. I'll share it in the Facebook group.

Steve, am I sure I'm not a steal? There's not that much steal going on over here, unfortunately.

[Attendee 1] (57:05 - 57:56)

Can I just ask another question? Yeah, yeah, sure. Sorry to step in.

I think in my work, I have a lot of things that are kind of unpredictable, that really find it difficult to, you know, just manage, I suppose. I mean, do you have what I tend to do is I add like a like a buffer session in every almost every day just to. Is that the sort of thing that you do?

I mean, you sort of said about the session you have for organising meetings. But it's almost things that people, you know, I mean, yeah. So I just wondered if that's something that would be useful to do or something you do.

[Chris Moss] (57:57 - 58:34)

Yeah, so I do a similar thing and a lot of the board members do this. So normally they have like a Friday afternoon or even a whole day on a Friday and it's like clear the decks. I think they call it.

And I have it scheduled on mine every Friday. And it's basically just to clear your decks, clear your communication, clear everything. So you can then potentially go into the weekend with a clear head and you've almost closed off the week, as opposed to carrying it all through the weekend and feeling like you're always on the treadmill.

You can sort of create a bit of almost mentally, even though nothing's changed, but it sort of helps. So, yeah, I'd recommend a clear the deck session in it for anyone where that's the case.

[Attendee 1] (58:35 - 58:39)

OK, I like all these little mantras. It's great. Yeah.

Clear the decks.

[Chris Moss] (58:40 - 58:43)

I steal them all from Property Entrepreneur, they're not mine.

[Attendee 1] (58:46 - 58:46)

Yeah.

[Chris Moss] (58:46 - 59:25)

Thank you. You're welcome. I think that I've just gone through the questions.

I don't think there's any others. And there's a few on me sharing the Canva document and a template. Sorry.

So I'll share. I'll share that. So.

So if that's something you want to build out towards the end of the year, then you can do equally. It will all be pulled together in your presentation. So you might have a version of it, but it just will be.

You'll see it will be a bit different as you as you go through the process. And cool. I don't think if there's any other questions, feel free to just put them in the group.

I can come back. If not, have a good, good rest of the day. And hopefully you found some value in this.

And it was it was useful.

[Attendee 4] (59:25 - 59:27)

Thanks, Chris. Nice to see everyone.

[Chris Moss] (59:28 - 59:29)

Take care, everyone.

[Attendee 8] (59:30 - 59:39)

Bye. Bye. That was great.

Cheers, everyone. Cheers, Chris. Thanks, mate.

Bye. Thanks, Chris.

[Attendee 7] (59:39 - 59:43)

I'll speak to you another time about social media.

[Attendee 8] (59:43 - 59:45)

Thank you, Andy. Bye.