


Time Management 101: Getting Started with The 7 Minute Life

The 7 Minute Life is a time management and productivity company creating tools to organize your entire life.

TIME MANAGEMENT 101
GETTING STARTED WITH THE 7 MINUTE LIFE

Dramatically Improve Your
Daily Productivity in
7 Minutes a Day

the7minutelife.com



7 the seven minute life



daily progress report

with contacts

Day 1

S M T W Th F S
○ ○ ○ ○ ○ ○ ○

date _____

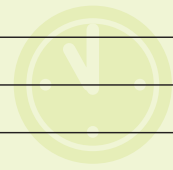
Daily Contacts

1. _____
2. _____
3. _____
4. _____
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21. _____
22. _____
23. _____
24. _____
25. _____



What I will do... 5 before 11™

1. _____
2. _____
3. _____
4. _____
5. _____



"7 Minute Life" Connections

1. _____
2. _____
3. _____



Unfinished Tasks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



What I Spent

item	amount
1. _____	_____
2. _____	_____
3. _____	_____



water:



sleep
in hours



exercise
in minutes



reflection
in minutes



reading
in minutes

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

☐ Yes

☐ No

Appointments

7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	

Thank You Notes

1. _____ ☐
2. _____ ☐
3. _____ ☐

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

simplify.®

Time management is the process of planning.

These 7 Steps Changed My Life:

1. Think
2. Plan
3. Set Goals
4. Prioritize & sequence activities
5. Schedule time for action
6. Focus your full attention - 5 before 11
7. Do what you said you would do

Quote: Dawson Trotman

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Prioritize

What values are most important to you?

Define and prioritize your top 10 personal values

Rank 3

- _____ ☐ Love
- _____ ☐ Friendships
- _____ ☐ Achievement
- _____ ☐ Excitement
- _____ ☐ Arts
- _____ ☐ Community
- _____ ☐ Happiness
- _____ ☐ Security
- _____ ☐ Meaningful work
- _____ ☐ Helping
- _____ ☐ Choice
- _____ ☐ Freedom
- _____ ☐ Intimacy
- _____ ☐ Success
- _____ ☐ Adventure
- _____ ☐ Independence
- _____ ☐ Power
- _____ ☐ Learning
- _____ ☐ Fun
- _____ ☐ Passion
- _____ ☐ Comfort
- _____ ☐ Trust
- _____ ☐ Order
- _____ ☐ Reach full potential
- _____ ☐ Wisdom

Rank 3

- _____ ☐ Faith
- _____ ☐ Change
- _____ ☐ Philanthropy
- _____ ☐ Authenticity
- _____ ☐ Balance
- _____ ☐ Laughter
- _____ ☐ Influencing others
- _____ ☐ Compassion
- _____ ☐ Money
- _____ ☐ Nature
- _____ ☐ Sharing
- _____ ☐ Competence
- _____ ☐ Joy
- _____ ☐ Efficiency
- _____ ☐ Growing
- _____ ☐ Country
- _____ ☐ Peace
- _____ ☐ Integrity
- _____ ☐ Creativity
- _____ ☐ Belonging
- _____ ☐ Sharing Hope
- _____ ☐ Relationships
- _____ ☐ Intellect
- _____ ☐ Excellence
- _____ ☐ Tradition

Rank 3

- _____ ☐ Family
- _____ ☐ Serving others
- _____ ☐ Leading
- _____ ☐ Solitude
- _____ ☐ Time
- _____ ☐ Honesty
- _____ ☐ Knowledge
- _____ ☐ Recognition
- _____ ☐ Contributing
- _____ ☐ Inspire
- _____ ☐ Pleasure
- _____ ☐ Health
- _____ ☐ Self-respect
- _____ ☐ Teaching
- _____ ☐ Stability
- _____ ☐ Expertise
- _____ ☐ Travel
- _____ ☐ Connecting
- _____ ☐ Recreation / Play
- _____ ☐ Making a difference
- _____ ☐ Competition
- _____ ☐ Financial security
- _____ ☐ Decisiveness
- _____ ☐ Taking risk
- _____ ☐ Leaving a legacy

Prioritize

We all value different things and our values influence our actions, our attitudes and the choices we make in life. Please check and rank your top 10 personal values. List what is most important to you below.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |



Your Highest and Best

What is the best use of your time right

Describe what you love to do most, your strengths, your "highest value activities" & how you want to be rewarded.

What I love to do at work:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

My strengths include:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

My "Highest Value Activities" are:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I like to be rewarded by:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



90 Day Work Goals



Date: _____

Goals

Completed By

1.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____
2.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____
3.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____
4.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____
5.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____
6.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____
7.	Action: _____ Action: _____ Action: _____ Action: _____ Action: _____	What was the outcome? _____ _____ _____ _____ _____

Unfinished Work Tasks

Unfinished tasks cause
stress and chaos in your life



Task	Action
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
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19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____



Boost your daily productivity with The 7 Minute Life™ **Daily Planner**, read more at <http://the7minutelife.com/daily-planner/>



15 Minute Increment Tracking Sheet

Time	Activity	Time	Activity
5:00		1:00	
:15		:15	
:30		:30	
:45		:45	
6:00		2:00	
:15		:15	
:30		:30	
:45		:45	
7:00		3:00	
:15		:15	
:30		:30	
:45		:45	
8:00		4:00	
:15		:15	
:30		:30	
:45		:45	
9:00		5:00	
:15		:15	
:30		:30	
:45		:45	
10:00		6:00	
:15		:15	
:30		:30	
:45		:45	
11:00		7:00	
:15		8:00	
:30		9:00	
:45		10:00	
12:00		11:00	
:15		12:00	
:30			
:45			



daily progress report

with contacts

S M T W Th F S
 ○ ○ ○ ○ ○ ○ ○

date _____

Daily Contacts

1. _____

2. _____

3. _____

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24. _____

25. _____

What I will do... 5 before 11™

1. _____

2. _____

3. _____

4. _____

5. _____

"

1. _____

2. _____

3. _____

Unfinished Tasks

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Wh

item amount

1. _____

2. _____

3. _____

water:



i s



i e



i re



i r

breakfast

lunch

dinner

snack

snack

Did I do what I said
I would do today?

☐ Yes

☐ No

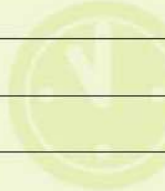
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2. Plan
3. Set Goals
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5. Schedule time for action
6. Focus your full attention - 5 before 11
7. Do what you said you would do

What I will do... "5 before 11"™

1.	_____	<input type="checkbox"/>
2.	_____	<input type="checkbox"/>
3.	_____	<input type="checkbox"/>
4.	_____	<input type="checkbox"/>
5.	_____	<input type="checkbox"/>



Dramatically boost your daily productivity in 7 Minutes a day!

We have got all the daily productivity tools in one place. Try our 90 day daily planner and get the best out of your day!



Price: \$24.95

Buy Now

The 7 Minute Life Daily Planner is our most popular time management tool. It's simple to use and has been purchased by thousands of people who are looking for something simple to help them ORGANIZE their entire lives.