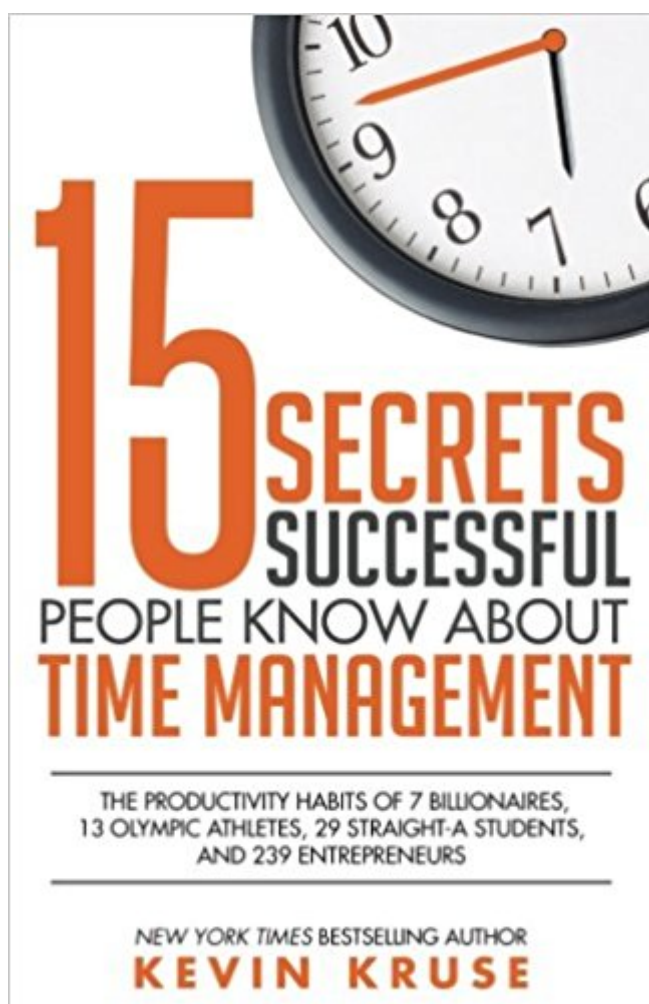


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# 15 Secrets Successful People Know About Time Management: The Productivity Habits Of 7 Billionaires, 13 Olympic Athletes, 29 Straight-A Students, And 239 Entrepreneurs





## Synopsis

Double Your Productivity Without Feeling Overworked and Overwhelmed. What if a few new habits could dramatically increase your productivity, and even 5x or 10x it in key areas? What if you could get an hour a day to read, exercise, or to spend with your family. New York Times bestselling author, Kevin Kruse, presents the remarkable findings of his study of ultra-productive people. Based on survey research and interviews with billionaires, Olympic athletes, straight-A students, and over 200 entrepreneurs—including Mark Cuban, Kevin Harrington, James Altucher, John Lee Dumas, Pat Flynn, Grant Cardone, and Lewis Howes—Kruse answers the question: what are the secrets to extreme productivity? In this book, you'll learn: Why millionaires don't use to-do lists (and what they DO use) How to cure procrastination with the "Time Travel" trick How the Harvard "DDR Questions" save 8 hours a week How to identify your REAL priorities How to get to zero emails in your inbox using 321Zero How the simple E-3C system will double your productivity How to reduce stress with the Richard Branson Tool How to leave work at 5:00 without feeling guilty How to run meetings like Apple, Google & Virgin How to conquer social media distractions BONUS: QUIZ - Discover Your Time Personality BONUS: 100+ Time Management Quotes Buy this book NOW to increase your productivity and stop feeling so overworked and overwhelmed! Pick up your copy today by clicking the BUY NOW button at the top of this page!

## Book Information

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## Customer Reviews

15 Secrets Successful People Know About Time Management Kevin Kruse has written one of the best books I've ever read on scaling up Time Management. In this book 15 Secrets Successful people Know about Time Management

Author Kruse starts off with introducing the idea of 1440 minutes in a day, and the importance of keeping an eye on our 1440 minutes of the day. As Kevin states:

"We can never get time back again. Unlike money, it is irreplaceable. Once it's gone, it's gone for good. This is why this book is a necessity for everyone, because we all have time management issues. By learning how successful people use their time [15 secrets], we can model what works for them and instead of wasting our time and invariable our lives, we can gain a greater stake in our most valuable resource. Now, about this book

The first secret #1: Time is your most valuable and scarcest resource. By acknowledging this, we can start to count down the minutes from the moment we wake up. Every minute counts when you are spending time every hour of the day. Secret #2: Identify Your Most Important Task and then work on it first thing before anything else. It's about focusing on your priority tasks, your MITs. As Kevin states, this is a key task-based action plan for defining what is the most important thing, and then getting into it first thing in the morning. Secret #3: Work from your computer and not a To-Do-List -- Schedule your important tasks using time blocks. You should schedule important items as early in the day as possible. Secret #4: Procrastination can be beaten when you figure out how to beat your future self. This chapter delivers great content. Why do we procrastinate? We are fixated on doing things in the future that never get done. By focusing on our present self, we can make choices in the present moment that impacts our future. As Kevin points out, procrastination isn't about laziness. It is about underestimating the power of the present moment emotions vs. the future emotions. Secret #5: Accept the fact there will always be more work to do and more that can be done. So the concept in this chapter is simple. Leave work at 5pm every day. You can work harder but there is always more to do and there will always be something that needs doing. Secret #6: Always Carry a Notebook. This chapter talks about the importance of writing down everything in a notebook. This concept isn't anything new, but, writing ideas down solidifies them in the mind. It makes them more real. Thomas Edison, George Lucas and John Rockefeller all had notebooks where they kept everything. Secret #7: Email is a great way for other people to put their priorities into your life. The 321 system is amazing. This chapter is critical in saving time and giving you back a large part of the day that is otherwise wasted. How much time do we spend on email [reading, writing and sending] a day? How about 2.5 hours. That is a lot of time. By getting your email inbox to zero, you can stop wasting time going through email that is redundant. Secret #8: Schedule and attend meetings as a last resort. Who doesn't love [hate] meetings? This chapter gets down to truth about how so much of our time is wasted on useless meeting time

and just filling in the day with meetings because that is what we are supposed to do in companies. Here we get good strategies on eliminating the unnecessary meetings, or at the very least, shortening them.

**Secret #9:** This is all about knowing [and learning] to say NO to most of the things that occupy your time. If it doesn't support your goals, say NO and move on. I love this concept.

**Secret #10:** The Powerful Pareto principal. For anyone who is into Time Management this is a principle that cannot be ignored. The author does a great job of showing us how to apply the 80/20 rule to our lifestyle and business. This chapter has other great takeaways such as:

- Develop your skills to be exceptional in a few areas
- Do the most important things exceptionally well
- You can work less, stress less and enjoy more happiness by figuring out the 20% of things that are most important to you.

**Secret #11:** the 3 Harvard Questions that Save 8 Hours a Week: In this chapter you can outsource the work you don't have to do and save time by delegating what you can.

**Secret #12:** Why Twitter Co-Founder Jack Dorsey Themes His days. This is a great idea to theme your days to target a specific area of your business. The author provides great examples from John Lee Dumas and Dan Sullivan.

**Secret #13:** Don't Touch [Until You're Ready]. When sorting out email or papers, the golden rule is, touch it once. If it needs to be touched more than that you are wasting time. Either take action on it, file it or throw it away.

**Secret #14** is waking up early and getting a kick-start in your day by drinking water, doing exercise or reciting incantations. Kevin uses several key examples from Arnold Schwarzenegger, Tim Ferris, Anthony Robbins and John Lee Dumas. This is definitely my favourite technique in the book. Waking up early and taking action gives you the best use of your time and clears your mind for the rest of the day.

The last time management principle, that isn't really about time management at all, is boosting your energy so you feel better and you can accomplish more in the same amount of time. The book wraps up nicely with 20 additional time saving techniques and strategies.

**Getting Down To the Nitty-Gritty on this book:** There are a lot of great time saving concepts in this book. Kevin Kruse does a great job at delivering the content in a simple approach that you can put these strategies into practice right away. I especially love his approach to the "1440" method that reminds us we have only 1440 minutes a day. You could read this book in less time than that and start to save time while feeling great about the extra energy and motivation. Well-written and an excellent resource for getting more out of your day and your life, check it out and stop wasting time and your life. One last thing is, this book comes with a set of fantastic resources for readers to download with convenient links at the end of each chapter as reminders. I love the FREE resources provided.

It's funny because you can find the author's philosophy on time summed up in the style of the book itself. It isn't beautiful writing. It's not filled with seamless words that go together to create a majestic flow. But the writing is efficient, conscious of itself, and philosophical on the subject but not overly so. For instance, when the writer mentions the 80/20 rule and how to be faster with your emails... he mentions that basically, all content should be streamlined so not to be distracting. You can see this philosophy within the table of contents; at first, the table of contents irked me. I was like WHY are there so many sentences in the Table of Contents. I finished the book and was like, oh. Now I can actually save time by going through the Table of Contents and easily find what I'm searching for or more easily remember what was said within the book itself. Not beautiful but strategically brilliant. The ending was too long for me though and yet strangely helpful. Perfect in its imperfection. A job well done. Probably all you need to read on TM.

Actionable insights right on chapter 1. The first half of the book are the tips that the author deduced from his research and experience and distilled into 15 secrets, which are in turn neatly organized into a coherent, memorable and, more importantly, actionable system. The second part of the book is primarily filled with full disclosure on productivity and time hacks from accomplished individuals mentioned in the title, together with addendums like quote on time management. Due to the large number of individuals and thereby huge number of full disclosures that make up half of the book, the second part is somewhat superfluous for me, though some people may find it more inspiring to read discrete cases from each individual. This actually just goes to convey the value of this book at the price of a measly dollar. More than the initial purpose of this book, it's inspiring and resonating for me to read from a 'massive introvert', as the author put it, on how his business practices and the feats he has accomplished, including being a public speaker and a leader. It reinforces a case that extraversion is not the only way to go in the stereotypically rowdy world of business.

I enjoyed reading Kevin Kruse's book: *15 Secrets Successful People Know About Time Management: The Productivity Habits of 7 Billionaires, 13 Olympic Athletes, 29 Straight-A Students, and 239 Entrepreneurs* - This is because it was well organized with a great table of contents and plenty of signposts to guide me through the book to the most important content that I need to read when I pick it up. It has become a valuable tool for me as a woman, wife and mentor for our children. Also, as a leader of leaders, it has multiplied in value as a coaching tool that I use in our Market Like A Queen online course and in-person trainings. As we seek to inspire and empower the

leaders we serve, starting them out with a foundation of wisdom on how to manage everything is key. Kevin breaks down these teachings with enough detail that makes his book a highly valued resource for our courses and trainings.

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