

Time Contexts Cheat Sheet

| | 1. No Extra Time (1NET) | 2. Morning Coffee Time (2MCT) | 3. Low Focus Time (3LFT) | 4. Medium Focus Time (4MFT) | 5. High Focus Time (5HFT) |
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| WHAT is It? | <p>Optimizing an activity you are ALREADY engaged in to include an additional activity (or activities) to get more done in the same amount of time.</p> <p>For example: listening to audiobooks while on your daily commute.</p> | <p>The time after waking up and before "officially" starting my day, while drinking my morning coffee.</p> <p>Note: I do this every morning anyway. This makes it very similar to 1NET, except for 2 key differences: 1) I am usually even more focused than during 1NET, and 2) I am always on my computer while having coffee.</p> | <p>Time in which I cannot engage in complex, creative, or cognitively-driven activities. In other words, I can't focus very well.</p> | <p>Time in which I'm able to focus pretty well, but I'm not at my absolute best.</p> | <p>My most highly focused and productive time. To me it feels like the scene where Neo sees the matrix, or John Nash when he cracks the codes during "A Beautiful Mind." I'm in "The Zone" which is also referred to as being in "flow."</p> |
| WHERE Does it Take Place? | <ul style="list-style-type: none"> • Subways • Waiting in long lines • Doctors/dentist appointments • Cancelled meetings after I've already left my apartment | <p>My kitchen.</p> | <p>95% of the time this takes place at home, but every once in a while I'll be out at a cafe at night with my computer, and it happens there.</p> | <ul style="list-style-type: none"> • Almost always at home • Occasionally I'll be out and about and have the ability to stay somewhat focused, in a cafe or bookstore | <p>At home. I have yet to experience this anywhere else.</p> |
| WHEN Does it Occur? | <p>This is SUPER flexible. On some days 1NET will occur in the afternoon while on the way to a client meeting. On other days it will only occur later in the evenings. It can literally be anytime.</p> | <p>About 10:00 am – 11:30 am.</p> | <ul style="list-style-type: none"> • After the sun goes down, or about 5-7 pm. • Can also occur when I'm distracted, pre-occupied, or not in a productive mood. | <p>After lunch and meditation, which is usually between 3-5 pm give or take an hour. It usually doesn't last for longer than 2 hours though.</p> | <p>After breakfast. Usually from 12-2 pm. Some days I can go for longer than others. It is extremely rare that I am able to focus so well at any other time of day though.</p> |
| WHICH Activities Are Good Examples? | <ul style="list-style-type: none"> • Blog writing & editing • Mindstorming/Brainstorming • Composing important emails or text messages • Scheduling meetings or handling other logistical issues | <ul style="list-style-type: none"> • Checking personal finances • Recording earnings in my freelancer earning log from the previous day • Re-categorizing transactions in Mint.com • Answering emails that I've marked as "Requires Action" | <ul style="list-style-type: none"> • Manual repetitive tasks • Video editing for my online classes • Creating prospect lists or other easy sales activities | <ul style="list-style-type: none"> • Anything that I didn't get to during my NET Time but the deadline is fast approaching • Prospect list research that involves thinking or customization • Preparing for lessons with 1-on-1 Excel training clients • A more enjoyable work project • If I have nothing pressing, than my own personal Excel projects | <ul style="list-style-type: none"> • Paid client work (billable time) • Super important client communications that involve sales concepts or strategic thinking on my part • Curriculum development, filming, or essentially any kind of work on my online Excel classes • Super important brainstorming of any kind |