

THE **effectology**[™]
M E T H O D

TRANSFORM INTO THE MOST
PROSPEROUS & ABUNDANT
VERSION OF YOU

Miriam Castilla

LIFE ON PURPOSE

Module 6

Relax & get effective



6.1

CORE EFFECTIVENESS PRINCIPLES

Time Mastery Secrets



6.2

STRUCTURE CREATES FREEDOM

Free your time, free yourself

Previous lesson:

How do I get everything
done without wearing
myself out?

- Time is an illusion
- Parkinson's Law
- Alignment comes first
- #GoldenGoose

This lesson:

How do I get the
important things done
more easily & effectively?

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*If you're too busy to
get organised,
you'll always be
too busy*

Author Unknown

Structures
protect your
Freedom

Lack of structure
leads to
procrastination
& frustration

Urgent
does not equal
Important

Define work time,
play time &
downtime

What doesn't
get planned,
doesn't get done

My Ideal Week

Miriam Castilla

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am to 9am		WRITING		WRITING			WRITING
9am to 12noon	SMARTLINE <i>General Personal</i>	SMARTLINE	MARKETING: Videos SM	SMARTLINE	TWE <i>Schedule marketing</i>	YOGA	
12noon to 3pm	TWE	TWE	TWE	Flexible	Networking Planning Speaking Dev.	Shopping Cooking Household	
3pm to 6pm	Kids p/up Emails	Kids p/up Emails	Kids p/up Emails	Kids p/up Emails	CHILL TIME	Shopping Cooking Household	Family Time
6pm to 9pm			YOGA			Family Time	CHILL TIME

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*Multitasking is the art of
distracting yourself from
two things you'd rather
not be doing, by doing
them simultaneously*

Eideteker

Batching reduces
wind-up and
wind-down time

Pareto's Principle:

20% of your activities are
responsible for 80%
of your results

The Process:

- design a structure that suits YOU
- make appointments with yourself to get the important stuff done
- minimise wind-up and wind down time
- define start and end points for work time

The Process:

1. Do a Pareto's Analysis on your business
2. Minimise wind-up and wind down time with a batching plan
3. Create an ideal weekly calendar and switch times when necessary
4. Define start and end points for work time with rituals

Share in group:

#paretorocks - share your big realisations from your Pareto's Analysis

#batching - share activities you're choosing to batch - both work & personal

#myidealweek - share your calendar

#workdayrituals - share your work day start & end rituals

Buddies

Get together to help each other refine & finalyse your
Paretos Analysis, batching plans, ideal calendar
& work day rituals

Live Call:

- Brainstorm
- Discussion
- Bring your manifesting questions!

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