THE TIME FINDER SYSTEM

by

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You need more time. You are a busy person with great potential, but you find yourself saying, "I just couldn't find time to do it." I'll bet it galls you a little to use that excuse. You know you had just as much time as the next person.

Maybe the "Time Finder System" can be the answer for you too. This system is like a pair of eyeglasses -- it needs to be prescription fit. What I describe here will be only the framework. You will need to "grind the lenses" to fit.

This system is based on FORE-THOUGHT and SCHEDULING -- two key principles of planning. You can't afford to be too busy to plan. Forethought should include written goals, both long-term and short-term.

For example: John, a scoutmaster, and his growing family live in a cramped apartment. He wants to find a new home where they can have a garden -- but still be close enough to keep his present job. He put his goals into writing by using a "T-sheet".

GOAL: Find a New Place to Live

NEED	ACTION
Good Commuting Possibility.	a- get good map. b- Call bus lines.
Close to Church.	- Plot on map.
Close to Schools.	- Plot elementary and Jr. High on map.
Access to Shopping Center.	- Plot on map.
Zero in on likely Locations.	a- Drive through areas. b- Check local zoning maps. c- Call realtor. d- Check newspaper ads.
Financing	a- Check on VA eligibility. b- See bank about interest rates. c- Property Taxes?

Use of a "T-sheet" is something like daydreaming. It doesn't take much effort and some of the thoughts may be a little far-fetched, but put it all down in writing. You can forget about any part that proves to be impractical later.

With his goals in mind, John uses his "Time Finder". Today is going to be a busy day anyway, since he has a scout meeting in the evening. None-the-less, he sees some items that he still might get done today, if he can find the time!

TODAY'S GOALS - Date 26 Feb.

[ ] Get Good Road Map
[ ] Call Bus Company
[ ] Check on VA Eligibility
[ ] Call about Interest Rates
[ ] Pick up Newspaper (Ads)
[ ]
[ ] Call Merit Badge Counselor
[ ] Confirm Tonight's Activity
[ ]
[*] Remember to go over report cards w/ children
[ ]
[ ]
[ ]
[ ]

"Time Finder System"

On one side he lists "Today's Goals". The brackets next to each line can be used to indicate priority items or for the satisfaction of checking off completed items [✓].

Scheduling becomes John's next concern. On the reverse side of the "Time Finder" is a scheduling work sheet. First he blocks out the times he has already committed to work and scouting.

```
6:00  _____
6:30  _____
7:00  _____
7:30  Travel to Work _____
8:00  Work _____
8:30  | _____
9:00  | _____
9:30  | _____
10:00 | _____
10:30 | _____
11:00 | _____
11:30 ↓ _____
12:00 _____
12:30 _____
1:00  Work _____
1:30  | _____
2:00  | _____
2:30  | _____
3:00  | _____
3:30  | _____
4:00  | _____
4:30  ↓ _____
5:00  Travel Home _____
5:30  _____
6:00  Supper _____
6:30  _____
7:00  _____
7:30  Scout Meeting _____
8:00  | _____
8:30  | _____
9:00  ↓ _____
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Then he plugs in the additional items he wants to do today, into the spots where he believes he can pry loose some time.

```
6:00  _____
6:30  _____
7:00  Call Merit Badge Counselor
7:30  Travel to Work – Get Map
8:00  Work _____
8:30  | _____
9:00  | _____
9:30  | _____
10:00 Break – Call Bus Company
10:30 | _____
11:00 | _____
11:30 ↓ _____
12:00 Lunch – Call about Interest
12:30 " – Visit Veteran's Office
1:00  Work _____
1:30  | _____
2:00  | _____
2:30  | _____
3:00  Break – Call Sr. Patrol Leader
3:30  | _____
4:00  | _____
4:30  ↓ _____
5:00  Travel Home _____
5:30  Pick up Newspaper _____
6:00  Supper _____
6:30  Review Report Cards w/ Children
7:00  Pick up Merit Badge Counselor
7:30  Scout Meeting _____
8:00  | _____
8:30  | _____
9:00  ↓ _____
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This is the secret of the "Time Finder System". It is not so much a finding of "wasted" time, but the very act of scheduling something prepares you psychologically so that when the moment for action arrives, you are ready to act. What you want to do may only take a few minutes of time, but if the psychological preparation is lacking, the available minutes to do the job may be insufficient to get up enough steam to do it.

With a thin "Time Finder" sheet in your pocket each day, you emphasize the value of your own needs and goals. You not only schedule your obligations to others, but you schedule your obligations to yourself and your family.

I believe there are three parts to deliberate human action. First, sufficient forethought (ON YOUR MARK!) second, psychological preparation (GET SET!) and third, the action itself (GO!). Most of us spend too much time "setting" on the mark. This system simply helps us "get set", so that when the opportune minutes arrive, we are ready to GO!

Good luck with your "lens grinding". I hope you find many ways to take advantage of the "Time Finder System".

The Time Finder System

FORETHOUGHT:
1. Use the "T-sheet" on the reverse side to choose a **goal** that a needs your time.
2. Make a list of what you **need** to accomplish that goal.
3. List possible **actions** you can take to satisfy each need.

SCHEDULING:
1. Decide which of the **actions** you could work on *today.*
2. Include those actions on your list of **"Today's Goals"** on a "Time Finder" sheet.
3. On the **scheduling worksheet**, block out your existing time commitments for today.
4. Notice where the **time gaps** are.
5. **Schedule** some of "Today's Goals" into the time gaps.

WHY IT WORKS:
The very act of scheduling something prepares you psychologically so when the moment for action arrives, you are ready to act! You can also break away by saying, "Sorry, I've got to go now. I have an appointment." You found time!

Today's Goals – Date_____

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www.southwickresearch.com/timefinder.pdf

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Time	Column 1		Time	Column 2	Goal: _____

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"Time Finder System"

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"Time Finder System"

Goal: _____

Need	Action

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"Time Finder System"

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"Time Finder System"

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"Time Finder System"