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_____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

www.southwickresearch.com/timefinder.pdf

Today's Goals – Date_____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

www.southwickresearch.com/timefinder.pdf

Today's Goals – Date_____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

www.southwickresearch.com/timefinder.pdf

Today's Goals – Date_____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

[ ] _____

www.southwickresearch.com/timefinder.pdf

6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____
9:30 _____
10:00 _____
10:30 _____
11:00 _____
11:30 _____
12:00 _____
12:30 _____
1:00 _____
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____

"Time Finder System"

6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____
9:30 _____
10:00 _____
10:30 _____
11:00 _____
11:30 _____
12:00 _____
12:30 _____
1:00 _____
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____

"Time Finder System"

Goal:_____

Need	Action

www.southwickresearch.com/timefinder.pdf

6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____
9:30 _____
10:00 _____
10:30 _____
11:00 _____
11:30 _____
12:00 _____
12:30 _____
1:00 _____
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____

"Time Finder System"

6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____
9:30 _____
10:00 _____
10:30 _____
11:00 _____
11:30 _____
12:00 _____
12:30 _____
1:00 _____
1:30 _____
2:00 _____
2:30 _____
3:00 _____
3:30 _____
4:00 _____
4:30 _____
5:00 _____
5:30 _____
6:00 _____
6:30 _____
7:00 _____
7:30 _____
8:00 _____
8:30 _____
9:00 _____

"Time Finder System"