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Clarity of Action. Peace of Mind.

Success for the Athletic-Minded Man Podcast

Action Plan Episode #471

Reclaiming Your Day: 7 Lessons from a Two-Week Time Audit

Ever feel like you're sprinting through life but still falling short?

I know the feeling.

That's why I decided to do something drastic— a 14-day time audit. And let me tell you, it didn't just change how I work; it changed how I live.

In this episode of ["Success for the Athletic-Minded Man" podcast](#), I'm peeling back the curtain on my journey through this intense audit, sharing the seven biggest takeaways that are now making me more productive and effective in business and life.

Think of it like watching game film of your own life. Remember those days when you'd review every move on the mat or field to get better? This is that, just applied to your time management, productivity, and overall success. I'll walk you through why I did it, how you can do it too, and what I learned that's helping me— and can help you— win more often in all areas of your life: relationship, self, health, and wealth!

Join me as I break down the strategies that took my efficiency and focus to the next level. From harnessing your athletic drive to embracing strategic thinking and effective daily routines, this episode is packed with actionable tips that'll make you rethink how you spend your days.

Ready to level up your time management (and life!) and achieve clarity, consistency, focus, and success? Let's dive in!

Top Quotes From This Episode

"Don't just aim for efficiency. Aim for effectiveness— focus on doing higher-value work that truly moves the needle."

"Delegate to elevate. By letting go of the minutiae, you free up time to focus on what really matters."

"Thinking is the hardest work there is, which is probably the reason why so few engage in it." (Henry Ford)

"Being busy is a form of laziness." ([Tim Ferriss](#))

Show Notes

This episode touches on the following key topics and ideas:

- **Why Do a Time Audit? (4:45):** Understanding where your time goes is the first step to improving productivity. A time audit reveals how much of your day is spent on low-value tasks, helping you make impactful changes.
- **How to Perform a Time Audit (8:52):** Learn the simple, effective process of tracking your time using a 15-minute timer. This approach helps you gain clarity on your daily activities and identify areas for improvement.

7 Biggest Takeaway from Doing a 2-Week Time Audit

[Time Audit \(template\)](#)

- **Lesson 1: Establish a Morning Routine (12:41):** Starting your day with a structured routine sets the tone for productivity. Incorporate gratitude, goal-setting, and affirmations to stay focused on high-priority tasks.
- **Lesson 2: Delegate to Elevate (16:24):** Identify tasks that can be delegated to free up time for more strategic work. Using the "4 D's"—Do, Delegate, Delete, Delay— helps you focus on what truly needs your attention.
- **Lesson 3: Manage Personal Distractions (19:26):** Recognize and minimize personal distractions, especially when working from home. Set boundaries to ensure your personal activities don't interfere with work productivity.
- **Lesson 4: Minimize Context Switching (20:28):** Switching between tasks reduces efficiency. Batching similar tasks together helps maintain focus and reduces the cognitive load that comes from constant switching.
- **Lesson 5: Prioritize CEO Time (22:09):** Dedicating time to strategic thinking and planning is crucial, even if you're not a CEO. This focus on big-picture tasks can significantly impact your business and personal growth.
- **Lesson 6: Invest in Relationships (23:59):** Balancing task completion with relationship-building is key to long-term success. Make time to connect with your team, clients, and loved ones to strengthen these essential bonds.

- **Lesson 7: Cultivate Awareness (25:47):** Tracking your time builds greater awareness of your daily activities. This mindfulness allows you to make more intentional decisions and better align your actions with your goals.

List of Resources Mentioned in the Episode

Join Reveal Your Path Free now: <https://www.skool.com/rypfree>

["Buy Back Your Time: Get Unstuck, Reclaim Your Freedom, and Build Your Empire"](#) by Dan Martell

[15 minutes - Interval Timer](#)

["Think and Grow Rich: The Landmark Bestseller Now Revised and Updated for the 21st Century"](#) by Napoleon Hill

["Make Your Bed: Little Things That Can Change Your Life...And Maybe the World"](#) by Admiral William H. McRaven

[5 diagrams that show how context switching saps your productivity - Work Life by Atlassian](#)

[CoachJimAI.com](#)

Want to talk to a personal performance coach?

Want to consider executive life coaching? Claim a spot on Jim's calendar for your free one-time clarity call: JimHarshawJr.com/APPLY

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Other Episodes Referenced

[#463 Transform Your Life with a Pathfinder Vision: The Secret to Achieving Your Dreams](#)