

DANI JOHNSON®

TIME SECRETS

Workbook

*Get More Done
In Less Time!*

*“ I cut my work hours in half, and my
monthly income has grown 500%! ”*

- Larry Hulse



BUSINESS & CAREER

Dani
JOHNSON®
.com

Recent Praise for Dani Johnson®

TIME SECRETS

“Prior to this training I was working over 80 hours a week and I was burnt out. Since applying the new skills about priorities and time management, I am once again seeing a light at the end of the tunnel, both personally and professionally. I have been able to keep my 5 figure monthly income while cutting my hours 75% and no longer sacrificing my family or my health.”

~ Steve Carter

“I was a broke frustrated college student with a failing part-time business and my relationship with my dad was absolutely horrific. After plugging into Dani I decreased my study time by 75% and went from getting low 90s on my tests to scoring 98 to 100% on everything. I also made \$5,000 in 4 months, doubled my clientele, and completely restored my relationship with my dad. If you are tired, frustrated, experiencing lack in any area of your life, and you want to tell this economy to ‘eat it’ you need this training.”

~ Mary Jo Kalasky

“Six years ago I started a plumbing and heating business. I was \$375,000 in debt, my wife and I with our 3 kids had been living in our plumbing shop for 3 years, wasn't making any profit and my wife was ready to leave me. After plugging in, my wife and I have rediscovered passion in our marriage, learned skills in talking to and motivating my employees and our kids listen now. We have 20 employees, the phones ringing off the hook and growing 35% a year. In January 2011 we grossed \$193,000 with a \$60,000 profit. If you want to learn how to get out of debt, improve your communication skills, motivate your employees or sales team,

and learn time management to get the most out of a 24 hr/day, I highly recommend Dani Johnson's training. You'll never regret your decision; it's life changing."

~ Greg Bellows

"I was a traditional business owner with boatloads of debt, stress and I worked about 60 hours a week. My priorities were all messed up. Since this training I have re-done my time management, re-kindled my marriage and totally reconnected with my three children. I've lost 14 pounds and on my business side I've paid off \$170,000 worth of debt. So if you want to change your life, pay off debt, make more money and have a lot of fun I suggest you learn from Dani."

~ Jennifer Young

"I was already making 6 figures in my business and doing well, but still kind of struggling and hitting a plateau. My time management was hot. I was stressed out and frustrated. Within 4 months of applying time management skills, my income grew by \$1,000 a week. I did that with less time, less stress and my team is more engaged. It's been amazing!"

~ Deryl Williams

"I paid off \$5,075 in debt WITHOUT increasing my income using the strategies that Dani teaches. In the midst of that was able to donate \$1,000 to a local girl's organization and saved \$350 in 2 weeks for future goals, one being going to Belize for Christmas to help my new extended family build their home. I plan to continue this path and the goal is for me to celebrate ZERO debt by my birthday next year! Since attending Dani Johnson's trainings, I have a whole new outlook on life in all areas, especially time management, finances and my spiritual walk!"

~ Simone Turner

"Prior to learning these skills I was struggling with debt, stressed out,

and I was confused how to start my own business. After plugging into training with Dani I have paid off more than \$10,000 of debt in less than 3 months. I learned to manage my time and I know how to get started in my home based business."

~ Janeil Taitai

"By using the offensive mindset and time management skills I learned from Dani Johnson, I had the most productive day at work that I have ever had. I talked to more people, completed more projects, was more focused, had better communication and I actually had RESULTS to report to my manager instead of intentions."

~ Rachel Jones

"Before I was introduced to Dani Johnson, my wife and I struggled with time management. Our plate was so full of activities while we struggled with debt and cash flow. I was stressed out and because of that my relationships at work were strained. Since plugging in, life has radically changed. My time management and planning has reduced stress and made us so much more productive. My relationship and communication with my wife, daughters and coworkers has improved incredibly. We've been able to pay off \$7,500 of debt in 2 months... plus we're having fun!"

~ Andrew Muhtur

"Since applying Dani Johnson's Time Secrets, I love making my schedule. I was always striving for the next goal and not getting results. My life is balanced now and I know I am accomplishing what is important to me. I have time for my kids, time to rest, time to work and I even have time now to exercise, garden, study and cook. I went from making \$17,000 year feeling exhausted and overwhelmed to making \$119,000 working part time from home. Thanks to Dani Johnson I am multiplying my income and enjoying my life."

~Capri Mulder

TIME SECRETS

Get More Done In Less Time

TIME SECRETS

All Rights Reserved Copyright © 2013 Legacy Media, LTD. All Rights Reserved
Published by Call to Freedom Int'l, LLC

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning, or otherwise, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher.

Limit of Liability/Disclaimer of Warranty: While the publisher and author have used their best efforts in preparing this book, they make no representations or warranties with respect to the accuracy or completeness of the contents of this book and specifically disclaim any implied warranties of merchantability or fitness for a particular purpose. No warranty may be created or extended by sales representatives or written sales materials. The advice and strategies contained herein may not be suitable for your situation. The publisher is not engaged in rendering professional where appropriate. Neither the publisher nor author shall be liable for any loss of profit or any other commercial damages, including but not limited to special, incidental, consequential, or other damages.

ISBN: 978-0-9854675-3-1

Printed in the United States of America

Other Home Study Programs by Dani Johnson®:

- War On Debt
- Grooming the Next Generation for Success
- GEMSTM Mastery

Table of Contents

Introduction	11
Key Questions	15
The Laws of Success	17
Exercise #1: Exploring The Laws of Success	19
Exercise #2: List Your Goals	21
Exercise #3: Categorize Your Goals	23
Exercise #4: Timeframe For Your Goals	27
Exercise #5: What's Needed To Reach Your Goals	29
Exercise #6: Choose Your Priorities	31
Exercise #7: Schedule Your Priorities	35
Exercise #8: Where Are You Spending Time?.....	37
Exercise #9: Priorities At Work	39
Wrap-up	41
We Want To Hear From You	43
Forms:	
Activity Time Log	45
What Is Needed To Reach My Goals	47
Blank Calendar	49
Endnotes	51
About the Author	53

Introduction

Did You Know That...

- US companies lose between \$200-300 billion a year due to absenteeism, burnout, decreased productivity, worker's comp, increased employee turnover resulting from employees' work-related stress. ~<http://manpowergroupblogs.us/> ^[1]
- 60-hour work weeks result in a 25% decrease in productivity. Productivity decreases as work hours increase. ~*CNN.com* ^[2]
- 70% of employees work beyond scheduled time and on weekends, more than half cited "self-imposed pressure" as the reason. ~*Society for Human Resource Management* ^[3]
- 50 million Americans suffer from sleep problems stemming from long work hours. They found that it affects their work, health, relationships, and safety. The biggest problems found were employees' patience with others, ability to concentrate at work, and productivity. ~*National Sleep Foundation* ^[4]
- 45% of high earning managers are too tired to converse with their spouse after a long day of work. The strain is wreaking havoc on family and personal lives. ~*Harvard Business Review* ^[5]
- Average work week is 54 hours. Only 14% of full-time workers work 40 hours or less. ~*Sage Software Survey* ^[6]
- 40% of American adults get less than 7 hours of sleep on weekdays, 60% of meals are rushed, 34% of lunches are eaten on the run. ~*Business Week* ^[7]
- 1/3 of all American workers could be viewed as chronically overworked. The more overworked the employees were, the more likely they were to make mistakes. Also had higher stress levels and more symptoms of clinical depression and poor health. ~*Families and Work Institute* ^[8]
- "Are you too overworked to focus on your job?" 62% said, "Yes." ~*Boston.com poll* ^[9]
- Half of Fortune 500 executives say they wonder if the sacrifices they've made for their careers are worth it. ~*Fortune Magazine* ^[10]

- Office workers spend an average of 4 hours per week in meetings. They feel more than half of that time is wasted. The #1 time waster at the office is meetings. ~*Opinion Matters, for Epson and the Centre for Economics & Business Research* ^[11]
- Most people are productive only 60% of their work time...meaning even though you were at work 5 days, you only actually worked 3. ~*Microsoft.com* ^[1]
- On a typical day, office workers are interrupted about 7 times an hour, or 56 times a day...80% of which are considered trivial. Employees spend an average of 36 minutes per day at work on personal tasks. ~*Time Magazine* ^[13]

It Doesn't Have To Be That Way!

Many years ago, I found myself in a situation where life was living me instead of me living life! At that time I was overly stressed-out, working way too many hours and didn't know my family or husband; my life no longer seemed worth living!

Then after suffering a heart attack and being in the midst of a nervous breakdown for over a month, one day stands out as one of those amazing and phenomenal days; it was the day my life turned around forever.

On this particular day, an executive (and millionaire) said he would not work with me because there was nothing I had that he wanted.

After giving him a perplexed look, he called a spade a spade. He said it was clear to him that Hans, my husband and business partner and I hated each other, we had not taken a vacation in years, did not know our own children and I looked old and worn out. It was obvious I wasn't happy and it showed.

He didn't personally know me, but he was right! Somebody else was raising my kids, 100-hour work weeks had been the norm for years, and no time had been taken off for rest or vacations. Was that any way for anyone to live, especially someone in their early 20s? No!

He took time to challenge and direct me. What he said on that day totally revolutionized

my life and my family's life. And even more importantly, his advice worked.

But the idea to live that crazy, stressed-out life came from a different multi-millionaire who taught me and many others to sacrifice family, marriage and personal time, pretty much everything, and pour 100% of my life into the business. Yes, he was a multi-millionaire, but his life reflected the fruits of what he taught others—he had been married and divorced three times with three kids from three different women!

It's important to learn from successful people if you want to be successful. But please, make sure that you're paying attention to all the right stuff! Pay attention to their business experience and knowledge, but don't neglect to look at the full picture of their life. If they have a mess in their home, life or health, then you need to take and apply what they're saying with a little bit of balance.

Time Secrets is going to show you how to accomplish all of your goals in record time without sacrificing your relationships with your spouse, your children or sacrificing your fun or health. You will learn how to get time working for you so that it can multiply.

Not only will you learn to multiply your time; you will learn to build wealth. Stop being a slave to time and money and instead make money and time your slaves!

So, let's learn the secrets about goals, priorities and time management. Let's design your life!

A handwritten signature in blue ink that reads "Dani". The signature is stylized with a large, sweeping loop at the beginning and a small dash above the 'i'.

~ Dani Johnson

The Laws Of Success

There are four Laws of Success (or principles as they are called in the CDs and DVDs) that relate directly to Time Secrets.

In Dani's latest book *First Steps to Wealth*, she highlights twelve laws of success. Below is a brief overview of four of those laws that directly apply to Time Secrets. Get the *First Steps to Wealth* book for a more in depth study at www.DaniJohnson.com/FirstStepsToWealth.

The Law Of Focus

Focus, while not impossible in today's world, can be challenging with the daily media bombardment grabbing your attention. It's clear that when your focus is scattered or split, you end up wasting time.

The Law of Focus says that whatever you focus on is what you get good at. You choose what you want to get good at.

For example, if you want to reduce your hours from 60 to 40 and still make the same amount of money, you have to choose what to focus on in order to achieve that goal. To get more out of your hours, you would not focus on multiple activities at the same time but only the one activity right in front of you. When your focus is not split, it takes less time to get more done. And like it or not, without focus, most people are wasting hours and hours every week.

The Law Of Reaping And Sowing

Another powerful law of success is the Law of Reaping and Sowing. What you have today is a result of what you've sown in the past. For example, if you had sown distracting activities such as Facebook at work, gossiping, or walking around the office chit-chatting with other coworkers, you would have reaped the effects of distraction in your life. Distraction leads to non-productivity.

The first step is to take responsibility for your current situation, then choose to sow what you want. You choose what you want by focusing on the activity that will bring results.

The Law Of Promotion

Next is the Law of Promotion. The Law of Promotion says that if you can be trusted with what you have been given, then you will be made ruler over much.

Yet most people chase “the more” and end up with nothing because they do not realize the secret to getting more is prospering with what they already have.

Working with excellence and diligence on what is in front of them and making it grow is what gets them a promotion and moves them forward in life.

For example, if you are faithful with the money you have, you can be ruler over more money. If you are faithful with the influence you have, you will be given more influence. Same with time. If you are faithful with your time, you’ll be able to multiply your time, therefore getting more done. However, if you waste time, money or influence you will lose time, money or influence.

The Law Of Vision

98% of the population shrink their dreams to fit their income, while 2% find ways to increase their income to make their dreams happen. Instead of shrinking your dreams you have to expand your income to fit your dreams.

This is the Law of Vision. For without vision, we perish. It is important to list where you want to go, what you want to do, and with whom you want to do it.

Being around people who have clear vision can help you dream again and capture your own vision. It also gives an opportunity to latch onto something they say, do or are involved in that “tugs” at you, which can be the seed for forming your own vision.

Start dreaming again; this is the Law of Vision.

Exercise #1

Exploring the Laws of Success

[Listen to CD #1 Tracks 1-4 or watch DVD #1 Part 1 starting at 9:42 through 29:42]

These laws of success are already active in your life. Take a few minutes to contemplate how you have used the Laws of Success in your own life. Take out a sheet of paper and answer the following questions:

1. What are some positive things you have sown by applying the Law of Reaping and Sowing? And what have you reaped?

2. What are the negative things you have sown and what did you reap?

3. Where are the areas you have used the Law of Focus to move toward a goal?

4. Are there any areas you were distracted and moved further away from your goal? If so, what are they?

5. Have you already applied the Law of Promotion in your life? What were the results?

6. What is your vision?

7. What changes do you need to make in order to reach your goals?

Exercise #2

List your Goals

"Nothing becomes dynamic until it becomes specific."

~ Dani Johnson

[Listen to CD #1 Tracks 4-5 or watch DVD #1 starting at 29:43 through 39:08]

Materials needed for this exercise:

- pencil (do not use a pen)
- a couple sheets of paper

Are there things you want to do that you have put off for years? Many write a "to do" list that includes what we think we should do and what others want us to do, but seldom includes what we want to accomplish during our lifetime.

Pretend for a minute that you are at the end of your life. Think about what would be on your mind:

- "I really wish I would have [fill in the blank], but I didn't get over my fear of [fill in the blank]."
- "I didn't know the end would come so quickly."
- "What would I have done differently?"

Take a few minutes and write down your goals below or on on a separate sheet of paper.

If you are have trouble listing your goals, ask yourself these questions:

- If you knew you could NOT fail, what would you decide to do with your life?
- Where would you want to go?
- What would you like to see?
- Who would you like to do it with?
- What kind of person would you want to be?

To take this even further and deeper, print out the “Strategic Goal Setting” report found on your Data Disc and go through it line by line.

Exercise #3

Categorize Your Goals

[Listen to CD #1 Track 6-7 or watch DVD #1 Part 2 starting at 39:09 through 44:49]

Materials needed for this exercise:

- your list of goals from Exercise #2 and extra paper
- 5 colored highlighters:
 - blue
 - pink
 - orange
 - green
 - yellow

Use the descriptions and questions below to identify each category for your goals.

Category #1: Personal Growth

Personal growth goals are things in you that you want to change emotionally, physically, mentally or spiritually.

- When someone thinks of you, how do you want them to view or remember you?
- Who do you want to be mentally? Emotionally? Spiritually? Physically?
- Self discipline to take better care of your body, such as eating better, losing weight, getting more sleep, etc.?
- What hindrances would you like to see removed from your life, such as fear, doubt, laziness, procrastination, etc.?

Category #2: Spouse

Spouse goals are how you want to improve your relationship with your spouse.

- Picture your ideal marriage. What does that look like on a daily, weekly, monthly basis? What needs to change in you in order to achieve that picture?

- How much time do you want to spend daily, weekly or monthly with your spouse?
- What places or activities do you want to do together, such as date nights, vacation, etc.?
- What financial goals do you want to work on together?
- How do you want to improve as a spouse?

Category #3: Family

Family goals are things that you want to accomplish with your family unit and even extended family members.

- Picture your ideal family life and what that includes, such as playing games, traveling, traditions, etc.
- How much time do you want to spend daily, weekly or monthly with your family?
- What places do you want to go or activities do you want to do?
- What kind of a parent or child do you want to be?

Category #4: Work Life

These are goals you want to accomplish in your business, job or career.

- What areas in your work life do you need to improve?
- What specific skills do you need to develop to get that next promotion, such as follow-up skills, working with people, meeting deadlines, implementing strategies, finishing tasks, etc.?
- Which strategies do you need to implement to grow in your business, job or career?
- In what ways could you increase overall income or revenue?

NOTE: For a surefire way to dominate the job market and increase your income go to www.DaniJohnson.com/JobDomination. If you are a business owner and want to boost your profits, go to www.DaniJohnson.com/UnlimitedSuccess.

Category #5: Financial

Financial goals include anything that relates to financial independence and wealth building.

- Do you still have debt? If so, how much?
- If you have debt, how much debt do you want to pay off? By when?
- How much do you want to increase your income? By when?
- How much cash do you want in the bank?

NOTE: To pay off mountains of debt including your home mortgage within 5-7 years or less go to www.DaniJohnson.com/WarOnDebt.

Category #6: Fun

Fun goals bring refreshment, enjoyment, reward and balance to your life.

- What main types of activities bring a smile to your face when you think of them?
Some examples include travel, gardening, sports, adventure, games, learning, intimate “fun” time with your spouse, etc.
- Using the above categories as a starting place, list what you would like to do.
- What is your dream vacation?

NOTE: You may find that after reading these categories you might want to add to your list of goals from Exercise #2. Feel free to add to your list.

Step #1:

Take your BLUE highlighter, go through your goal list and highlight each goal for “Personal Growth”.

Step #2:

Take your PINK highlighter, go through your goal list and highlight each goal for “Spouse”.

Step #3:

Take your ORANGE highlighter, go through your goal list and highlight each goal for “Family”.

Step #4:

Take your GREEN highlighter, go through your goal list and highlight each goal for “Work Life” and “Financial”.

Step #5:

Take your YELLOW highlighter, go through your goal list and highlight each goal for “Fun”.

Exercise #4

Timeframe For Your Goals

"Live by default or by design; it's your choice."

~ Dani Johnson

[Listen to CD #1 Tracks 7-8 or watch DVD #1 starting at 44:50 through 50:16]

Materials needed for this exercise:

- your list of categorized goals from Exercise #2 and #3
- pencil (do NOT use pen)

Categorized goals with no timeframe still remain just a dream. As you look through each goal, ask yourself this question.

"When do I want to reach this goal?"

At this time you are going to go through your list and for each goal give a timeframe for when you want to accomplish it.

For example, those goals you want accomplish in 1 year, you will put a number "1" next to it. The goals you want to accomplish in 3, 5, 10 or 20 years, you'll put that appropriate number representing the year next to the goal.

And if one of your goals is to have a balanced, more fulfilled life consider picking at least 1 goal for each category. For example, for each year you would have goals from each of the categories, e.g., 1 personal growth goal, 1 spouse goal, 1 family goal, 1 work life/financial goal, 1 fun goal.

If you have trained with Dani's GEMSTTM Mastery Home Study Program (www.DaniJohnson.com/Gems), you would have discovered your predominant GEM personality. For example, if your personality type is a Ruby, you would probably pick mostly work life and financial goals and leave out fun goals.

On the other hand, if your personality GEM is a Sapphire, you might choose all fun goals and not have any 'advancing your career' goals. Just keep in mind, if you advance your career it allows you to have more fun because you'll produce more money.

Exercise #5

What's Needed To Reach Your Goals

"If you don't have the skills to achieve your goal, you will get frustrated and quit. So you must identify what is needed to achieve your goal." ~ Dani Johnson

[Listen to CD #1 Tracks 8-11 or watch DVD #1 starting at 50:17 through the end of DVD #1]

Materials needed for this exercise:

- your list of categorized and timeframed goals from Exercise #4
- pencil
- "What is Needed to Reach My Goals" worksheet (found on pages 50 and 51)

Just as you saw in the video, Scot had a goal of becoming a proficient guitar player. Notice the questions Dani asked to help him find out what exactly he needed in order to play the guitar.

Dani asked, "What is needed to play the guitar?"

Scot answered, "A guitar."

Dani asked, "What else is needed?"

Scot answered, "I need someone to give me lessons."

You will be asking yourself questions to find out what you need to accomplish each goal.

Now, let's do yours.

Step #1:

Print out 5 copies of the "What is Needed to Reach My Goals" worksheet. You will end up with one worksheet for each year you set goals. As an example, if you have goals

for years 1, 3, 5, 10 and 20, you will end up with 5 copies of the worksheet.

Step #2:

Transfer the goals you categorized and prioritized by year in Exercise #4 onto the “What is Needed to Reach My Goals” worksheets.

Step #3

Begin with your year 1 goal worksheet. Ask yourself the following questions and write down the answer in the appropriate column:

- *“How much time will it take to make my goal happen?”*
- *“How much money do I need?”*
- *“Do I possess the skills that I need to accomplish these goals? If not, what skill do I need to acquire?”*
- *“Who am I going to learn the skill from?”*
- *“What programs, books, seminars, classes, etc. am I going to invest into in order to increase my skill?”*

What a lot of people do when setting goals is set themselves up for failure by not realizing it takes a higher skill level, all the details that need to come together, or even consider the other things already going on in their lives.

Doing this exercise gives you a fuller picture on what it takes to accomplish what you hope.

Now go back and review what you said you wanted to accomplish in one year and re-assess whether the goals will fit into your life or if it is even wise to attack so many one-year goals at once.

Exercise #6

Choose Your Priorities

“Challenges in your life are directly related to your priorities.” ~ Dani Johnson

[Listen to CD #2 Tracks 1-5 or watch DVD #2 Part 3 starting at 1:38 through 42:21. For a deeper understanding of priorities, listen to Mastering Priorities CD #3.]

If you made it this far, congratulations and great job. Look at what you have already accomplished.

You have listed and categorized your goals (Exercises #2 and #3). You have also assigned a year you would like to achieve them (Exercise #4) and determined what is actually needed to reach your goals (Exercise #5).

In order to design your life, it is essential you establish your list of priorities. This will help you

- decide what is most important to you
- decide what isn't important
- discover what's pulling you away from what you really want to do
- develop a path to help you get to where you want to go

Priorities That Produce Results

Dani has discovered a set of priorities that work in conjunction with the Laws of Success. These priorities produce the best results in the least amount of time.

As Dani addressed in the video, her priorities were out of order. Her first priority was work, second priority was work, third priority was work, fourth priority was work. Only after that were her children, spiritual life, and last was her husband.

Dani's list of priorities was the secret formula that worked for her; you can decide your own priorities.

List what you want for YOUR priorities, in order of importance.

1. _____
2. _____
3. _____
4. _____
5. _____

Exercise #7

Schedule Your Priorities

"It takes faith to live by design." ~ Dani Johnson

[Listen to CD #2 Tracks 5-10 or watch DVD #2 Part 4 starting at 42:22 through 54:44 and pay close attention to the calendar colors and combining of priorities.]

Materials needed for this exercise:

- blue, pink, orange and green highlighters
- your priorities
- calendar, agenda, appointment book or print out 3 copies of the calendar provided on pages 52 and 53.

It is recommended you plan your calendar three months in advance. Scheduling time by your priorities will be done using highlighters with each color representing a different priority.

Blue = Spiritual

Pink = Spouse

Orange = Kids

Green = Work

No matter what order you set for your priorities, use the highlighters to color the time you are setting aside for each of your priorities on the calendar in the following order.

Step #1: BLUE

This is the time you set aside for your spiritual life. As Dani mentioned in the video, a very important way to keep your spiritual life in order is to take a day of rest. So you would highlight that day in BLUE.

Step #2: PINK

If you are married, sit down with your spouse and schedule a weekly “date night”. Only color in the hours you are going to be with your spouse with PINK.

Step #3: ORANGE

If you have children at home, first highlight a dinner hour in ORANGE. Now, figure out what time you are going to be playing cards, watching a movie or whatever activity your family likes to do and highlight that in ORANGE.

Step #4: GREEN

Highlight in GREEN the blocks of hours you are working.

For example, if you start work at 8:00 a.m., have an hour lunch at noon and stop working at 5:00 p.m., you would highlight 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. in GREEN leaving the lunch hour white. If you have scheduled breaks at work, that also is white space.

Step #5: WHITE SPACE

What can you do with your white space? This is for extra curricular activities such as fun, goal planning, hanging with friends, leisure time, learning new skills, planning for your goals or vacation, etc.

Now, instead of just filling up your white space with anything, you can strategically put a purpose to the white space.

Exercise #8

Where Are You Spending Your Time?

"There's a big difference between spending time and investing time." ~ Dani Johnson

[Listen to CD #2 Track 10 watch DVD #2 starting at 54:45 through 56:34]

Materials needed for this exercise:

- "Activity Time Log" found on page 45
- pencil

Write down everything you do and how long it takes to do it on your "Activity Time Log".

"Do I really have to write down everything?" Yes! Write down everything - at home, at work, in your spare time.

This exercise will reveal where your time is actually going. You will discover why you have the level of productivity that you do or don't have. And you will see whether or not you are investing it or spending it.

Most people are not mindful of their time. So pick up the "Activity Time Log". Even better, have one at work and one at home.

After doing this for a day or even a week, you can review your log and determine if this is where you want your time to go. Or you can redirect your time to live a more fulfilled life.

Remember, if you do not schedule your time, it gets sucked into non-productive areas.

Exercise #9

Priorities At Work

"It's what you do with your circumstances that determines success in life." ~ Dani Johnson

Let's take this one step further and apply the "priority principle" from Exercises 6 and 7 to your work life.

There are a list of duties and tasks that must be accomplished everyday to advance your career or business. Many people waste a tremendous amount of time throughout the day only to get overwhelmed at the end of the day with the large list of things that have to get done in a short period of time.

Now assess your priorities at work or in your business based on your actual production. Be honest with yourself.

You might ask yourself, *"Is my priority...*

...socializing at work?"

...bonding with co-workers?"

...hitting deadlines?"

...getting distracted with others, the internet or my personal tasks while at work?"

...doing the same task with someone because I want to vs. it is necessary in order to complete it?"

What would happen if you shifted your priorities to fit your productive goals in your career?

Look at your career goals from Exercise #5. List what you want YOUR priorities to be in order of importance:

1. _____
2. _____
3. _____
4. _____
5. _____

Keep these priorities in front of you at work. Better yet, you can set an appointment for these priority so you can get the most important tasks done earlier in the day.

Wrap-Up

Congratulations! You just received knowledge, a new skill set and understanding of a step-by-step formula you can follow.

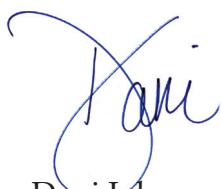
If you completed every one of these exercises, you did a great job! You have just designed your life. Every area of your life is about to change.

You looked at where your time was going and made new decisions on where you want it to go. You now will direct your time so it no longer gets stolen from you -- which means you will be more productive in everything you do.

The reality is that everyone has 24 hours in a day. It is how you spend those 24 hours that determines whether you live by design or by default.

People look back on their life and wonder why they didn't go after their dreams or reach their goals. That will no longer be you.

Congratulations, you got your plan; you made the right choice. Now go live it!



~ Dani Johnson

We Want To Hear From You

We would love to hear how Dani Johnson® Time Secrets Home Study Program has helped your personal and professional life.

What's your story? We want to know. Send us an email of your success story at <http://www.DaniJohnson.com/support>.

Note: By submitting your testimonial you give DaniJohnson.com permission to use all or part of it on our website or promotional materials.

Thank you!

Endnotes

[1] <http://manpowergroupblogs.us/>

http://manpowergroupblogs.us/employment_blawg/2012/08/03/we-are-all-officially-extremely-really-very-concerned-and-stressed/

[2] *CNN* <http://www.cnn.com/2012/07/02/opinion/too-much-laura-stack/index.html>

[3] *Society for Human Resource Management* <http://www.bizjournals.com/birmingham/stories/2009/05/11/daily39.html>

[4] *National Sleep Foundation* <http://www.sleepfoundation.org/article/press-release/longer-work-days-leave-americans-nodding-the-job>

[5] *Harvard Business Review*

<http://online.wsj.com/article/SB117210337394315471.html>

[6] *Sage Software Survey*

<http://www.psychologytoday.com/blog/wired-success/201203/workaholism-and-the-myth-hard-work>

[7] *Business Week*

<http://www.businessweek.com/stories/2005-10-02/the-real-reasons-youre-working-so-hard-dot-dot-dot>

[8] *Families and Work Institute*

<http://familiesandwork.org/site/research/reports/OverWorkInAmerica.pdf> Page 3

[9] *Boston.com Poll*

http://www.boston.com/bostonglobe/magazine/articles/2010/03/07/overworked_heres_how_to_deal/

[10] *Fortune* <http://www.keyorganization.com/time-management-statistics.php>

[11] *Center for Economics and Business Research* <http://www.keyorganization.com/time-management-statistics.php>

[12] *Microsoft*
<http://www.microsoft.com/en-us/news/press/2005/mar05/03-15threeproductive-dayspr.aspx>

[13] *Time Magazine*
<http://www.time.com/time/magazine/article/0,9171,995299,00.html>

About The Author

Dani Johnson grew up on welfare, pregnant at 17, homeless at 21 and millionaire by 23. Dani Johnson is a best-selling author, internationally sought-after speaker and syndicated radio show host. Her unique strategies equip her clients to make more money, annihilate debt and live the life you want to live. The remarkable results from tens of thousands of clients worldwide has garnered the attention of national media. Dani has done 100s of interviews for TV, radio and print including *Forbes*, *Wall Street Journal* and *Success Magazine*, just to name a few. Dani has been a guest on *The Oprah Winfrey Show*, *The View*, *Fox & Friends*, *Good Morning America*, and was the season premiere star of ABC's *Secret Millionaire*.

As owner of 5 companies, wife, mother of five and grandmother of four, Dani simplified her proven multi-million dollar expert business, money and relationship secrets into easy to follow methods that help people from all walks of life achieve the success of their dreams. Dani feeds thousands of orphans monthly with her family. Visit DaniJohnson.com for details about Dani's coaching, events and products including War on Debt, GEMS™ Mastery, Grooming the Next Generation for Success, and business development programs including Unlimited Success and 6 Figures in 6 Months.

NOTES:

NOTES:

NOTES:



ABOUT DANI JOHNSON AND TIME SECRETS

Dani Johnson is a best selling author, internationally sought-after speaker and syndicated radio show host. Her unique strategies propel her clients to make more money, get out of debt and start living richer more fulfilled lives. The remarkable results from tens of thousands worldwide, garnered the attention of national media. Dani has been a guest on *The Oprah Winfrey Show*, *The View*, *Fox & Friends*, *Good Morning America*, and was the season premiere star of ABC's *Secret Millionaire*.

As a serial entrepreneur, wife and mother of five children, Dani has now distilled her multi-million dollar time-management secrets into this transformational personal study course. These proven methods will help you obliterate procrastination and reach your destiny with time to spare!

WHAT TO EXPECT FROM TIME SECRETS

- Astonish your friends, family and coworkers with your new productivity
- Make time your servant and master the art of goal-setting
- Cut your work hours in half without cutting your income
- Collapse and stretch time to meet your needs
- Eliminate distraction and needless tasks
- Spend more time with your loved ones
- Accomplish your dreams in record time

TESTIMONIALS

"Prior to this training I was working over 80 hours a week and I was burnt out. Since applying the new skills about priorities and time management, I am once again seeing a light at the end of the tunnel, both personally and professionally. I have been able to keep my 5 figure monthly income while cutting my hours 75% and no longer sacrificing my family or my health."

~ **Steve Carter**

"Since applying Dani Johnson's Time Secrets, I love making my schedule. Before, I was always striving for the next goal and not getting results. My life is balanced now, and I know I am accomplishing what is important to me. I have time for my kids, time to rest, time to work and even time now to exercise, garden, study and cook. I went from making \$17,000 a year, feeling exhausted and overwhelmed, to making \$119,000 working part-time from home. I am multiplying my income, not striving anymore and enjoying my life."

~ **Capri Mulder**

"Before I was introduced to Dani Johnson, my wife and I struggled with time management. Our plate was full of activities while we struggled with debt and cash flow. I was stressed out, and because of that my relationships at work were strained. Since plugging in, life has radically changed. Learning the skills of time management and planning has reduced stress and made us so much more productive. My relationship and communication with my wife, daughters and co-workers has improved incredibly. We've been able to pay off \$7,500 of debt in 2 months...plus we're having fun!"

~ **Andrew Muhtur**

"I was a business owner with boatloads of debt and stress, and I worked about 60 hours a week. My priorities were all messed up. Since this training, I have re-done my time management, re-kindled my marriage and totally reconnected with my three children. I've lost 14 pounds and paid off \$170,000 worth of debt."

~ **Jennifer Young**

For More Information Call (866) 760-8255 or Visit: **DaniJohnson.com**

ISBN 978-0-9854675-3-1



9 780985 467531

Published By:

CALL TO
FREEDOM™

© 2013 LEGACY MEDIA, LTD. ALL RIGHTS RESERVED.