THE TIME TOOL

I trust you know there are hundreds of books in existence about time management. I'm also assuming that in your career you've been to at least two seminars tied to that. You know the same clichés that I do about time management and also know that many of them are true.

Readers of this book are typically part of a very small percentage of people, who have businesses they are planning to exit (or have already exited) and therefore will have the flexibility of time that most people can only dream of. You have the luxury of using it however you would like. I'm going to use the term "significant time" to highlight the reality that you have the freedom to use this time in the way that you determine will have the biggest and boldest impact on your Tribe. Conversely, you can also choose to drift and fritter it away...

The intention here is not to give you a new or additional time management tool. Rather, it is to help you realize and prioritize the use of your "significant time" for this second wave of your life.

The Time Plan will help you discover what it will mean to be intentional with your time by thinking through who you want to spend it with, what you want to be doing, and how many hours you want to dedicate to each item occupying your time. After the sale of your business, many leaders find that their time slips away, filled with activities that are difficult to account for. Though it may seem extreme to brainstorm how much time you spend doing what, it will help you avoid the question, "What have I been doing with all my time?"

As you consider this, having completed both the Talent and Tribe filters, I hope that you are finding some conclusions on each topic that align your core values with your important Tribes and key Talents. These different filters often show us the same two or three themes from multiple angles - the commonalities between each tool are what you should pay attention to. For

example, you find that a Talent that you are highly gifted at will significantly impact a certain segment of your tribe or community. You may also find a Talent you have, which you are still growing and building, is truly needed by a group within your Tribe right now. These through lines will not only bring you the largest sense of growth and satisfaction…they will impact those around you the most as well.

The most important thing to do with your time after you exit your business is to be intentional with it…perhaps more intentional than you have ever been.

To use this tool, list the Tribes you would like to impact in column one. In column two, list which of your Talents are best leveraged by investing Time here. In column three, ask yourself (realistically!) how many hours per month you are willing to invest.

VALUES GUIDE REFLECTION: This is a great opportunity to refer back to your Values Guide. Do the tribes, and talents, and time spent on each reflect the core values you've defined for yourself

INSTRUCTIONS FOR USING THE TIME TOOL

Put today's date in the lower right corner. When you revisit this thinking, it will be good to have context tied to where you were.

Review the questions on the next page to get your thoughts going.

Begin by listing the Tribes you would like to make an impact on.

Then, in the next column, flip back to the Talent tool and list which of your Talents are best leveraged by investing Time here.

In column three, ask yourself – realistically – how many hours per month are you prepared to invest.

At the bottom, sum the number of hours per month you believe you would like to invest in each. This will enable you to create a schedule that holds you accountable to your desires to invest your precious time to grow personally and make an impact on these Tribes.

Questions to consider first:

What have you put on a back burner that you wanted to do some day but never had the time?

Each day, at the end of the day consider whether you have spent your time well, and if not, what would be a better use of your time?

Is there a new skill you would like to cultivate (e.g. Making a walk-in closet, learning a new language, learning to play a musical instrument, etc.)?

Make a list of the relationships, activities, and meaningful goals you want your life to consist of. What amount of time is worth investing in each of these?

What is something you definitely want to have done before you die?

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Time Plan Guide

The Time Plan exercise will help you to be very intentional with your time: with whom you spend it, what you do, and how much clock time you dedicate each month. We encourage you to be thoughtful and conservative. Post business sale, many leaders find that their time slips away, filled with activities and things for which are difficult to account.

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The Time Plan

1. List your Tribes
2. List the Talents you'll apply in order to bring about the ideal result
3. Write down the number of hours per week you are willing to invest in each Tribe
4. Take note of any thoughts, ideas, and questions you may need to consider

TRIBE	TALENT(S) APPLIED	HOURS/MONTH	NOTES
Spouse, Children, Grandkids	Help with son's plumbing business	4	Strategize with my son each Monday morning
Parents, Siblings, Nieces, Nephews	Family College fund planning	1	1 family meeting/quarter to go over plans for each child
Golf Buddies	Share stories & ideas, keep each other sharp	12	Thursday tee time!
My Parish	Driving 3 Meals on Wheels/week	4	See if my granddaughter would like to ride along
Alumni Friend Circle	Share stories & ideas, keep each other sharp	2	Coffee meeting 1/month
Real Estate Group	Seek out new investment opportunities	20	Checking on opportunities daily
Chamber of Commerce	Opportunities to teach, coach, mentor, & network	4	Look into SCORE (service core of retired executives)
Salvation Army	Volunteer during Christmas so that more kids have gifts	10/yr	Easy - just sign up!

COMPLETED BY John Davis. DATE 1/15

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In your SecondWave Life™, your time is just as precious as when you worked within your business. So, be intentional. Be in the places, with the people, doing the things that will drive the best results.

> *"The most important thing to do with your time after you exit your business is to be intentional with it… more intentional than you have ever been."*
>
> *– Andrew Williams*

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TRIBE	TALENT(S) APPLIED	HOURS/MONTH	NOTES

COMPLETED BY _____. DATE _____

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