

## Your Kindle Notes For:



### **Folding Time: How to achieve twice as much in half the time**

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42 Highlight(s) | 0 Note(s)

Location: 161

A question to constantly ask yourself ... Is this the best use of my time right now?

Location: 163

We don't have time to do everything; we only have time to do what matters.

Location: 180

What impresses me about our clients is that they learn to get more done at work so they can go home and deepen their relationships with those they love, pursue passions they had only ever dreamed of, take vacations they have never thought possible - all because they learned how to Fold Time.

Location: 221

Time at work doesn't equal productivity.

Location: 305

He quotes social scientist Herbert Simon, who says, "A wealth of information creates a poverty of attention."

Location: 461

all have personal integrity accounts. These accounts reflect the amount of trust we have in ourselves. When we make and keep commitments, such as setting and achieving goals, we make deposits. We increase our confidence in our own trust worthiness, in our ability to make

and keep commitments to ourselves and to others. A high balance in this account is a great source of strength and security, but when we don't achieve our goals, we make withdrawals, and this becomes a great source of pain.

Location: 530

15 minutes is the true secret of productivity.

Location: 545

"I don't have time" replace this with, "I didn't choose to spend time on that." Try it out! It is very liberating.

Location: 558

Hurry up ... and wait.

Location: 571

Productivity is about deletion ... not addition

Blue highlight | Location: 577

No is a full sentence.

Location: 593

We all know we don't have time to do everything; we only have time to do what matters.

Location: 677

In business we don't always take time to acknowledge feelings that enter a meeting; however, feelings affect decision-making.

Location: 713

chain yourself to your desk and diligently get through those calls, you create momentum and momentum creates results.

Location: 781

Choose integrity - Decide daily to be the best you can today, to do what you say you will do and determine what you can accomplish today - that's your choice.

Location: 783

Increased accountability equals increased productivity.

Location: 791

What activities are we doing that are not moving us towards the achievement of our strategic intent? Because if we can figure out what's not working for us, we can eliminate that and create space to then bring in new activities so we can grow as individuals and grow our organizations."

Location: 816

There are only three simple priorities for the Fred Beans brand: taking care of customers, selling cars and managing inventory.

Location: 839

Listen with your eyes.

Location: 851

Walk into a room assuming everyone wants to play with you.

Location: 854

Listen with your eyes.

Location: 890

The Wizard of Oz said, "A heart is not judged by how much you love, but how much you are loved by others."

Location: 899

If you want to keep a conversation progressing use a simple phrase, "Let's move on." These three powerful words are not confrontational and send a direct message to progress the conversation.

Location: 915

this: "I would appreciate you giving this your highest priority and returning it to me by 4pm today because it is required for a report due at 5pm. This will give me 60 minutes to implement your suggestions."

Location: 934

"May I tap into your brilliance?"

Location: 1,004

Super-productive people have whole brain thinking.

Location: 1,017

I love this quote by Oliver Wendell Holmes: "A mind once stretched by a new idea, never regains its original dimensions."

Location: 1,122

Happy people are extremely receptive to taking verbal direction, getting involved and following your lead.

Location: 1,129

We don't have time to do everything; we only have time to do what matters.

Location: 1,137

Think strategically about the words you use, your eye connection and your body language.

Location: 1,181

I laughed when he shared that three words to sometimes describe the industry are: 'male, pale and stale.' Bruce is committed to recruiting high quality people and training them.

Location: 1,224

"The world belongs to the energetic." - Ralph Waldo Emerson

Location: 1,427

Avoid contacting your mentor outside of agreed times.

Location: 1,642

stated that more than 50% of US workers waste an hour or more a day on interruptions: 60% come from electronic devices and emails while the other 40% come from traditional sources, such as phone calls or chats with colleagues.

Location: 1,743

Hummingbirds feed in many small meals, consuming many small invertebrates and up to 12 times their own body weight in nectar each day. They spend an average of 10-15% of their time feeding and 75-80% sitting and digesting. They have it right! They are active and focused on the activities that are most beneficial for their survival - how can we be more like hummingbirds?

Location: 1,775

Productivity is about all the small choices we make on a daily basis.

Location: 1,866

Henry David Thoreau said, "A man is rich in proportion to the number of things he can afford to let alone."

Location: 2,081

Concentrate on long-term goals and focus on short-term results

Location: 2,181

Some of the most productive people I know do less, not more. Rory Vaden is a self-discipline expert and in his book *Take the Stairs* he states, "The most important skill for the next generation of knowledge worker is not learning what to do but rather determining what not to do."

Location: 2,199

Can you wear out your delete key?

Location: 2,371

These were more than shoes to me, these were friends who had helped me create special memories, been on stage when I had received an award, tracked through a favorite holiday destination, represented a conference I organized - there were memories in each pair. The simple act of choosing who got to go back into the shoe wardrobe and who got set free wasn't an easy task for me. There was too much emotional attachment to them and not enough physical space to store them. I did consider asking my honey to build a whole new room for them ... but I decided against that - remember, I want to remain married. My shoe clutter had become a distraction, and so I spent hours sorting, cleaning and storing them again. It was an interesting experiment as I realized others would benefit more from my collection than me, and I happily donated several bags of shoes to many sources. What remained were my absolute favorites.

Location: 2,412

We say, plan tomorrow today. Joan practices this by reviewing her calendar, making her to-do list and leveraging her most energetic time.