

## Session 8

# THE TIME CONNECTION: THE SEASONING OF AN ACHIEVER

## OBJECTIVES

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At the end of this Session, you'll be able to:

- *List the three time management strategies used by most self-disciplined achievers.*
- *Define the concept of "seasoning."*
- *Define the concept of "time quickening."*
- *List the three major causes of procrastination.*

*Describe the concept of "swiss cheesing."*

*Perform the "unscheduling" exercise.*

## BACKGROUND

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In this Session, you'll learn how self-disciplined achievers use and manage time. Once the self-disciplined have a detailed plan, they put it into action. No matter how long it might take to achieve a goal, the self-disciplined achiever is not intimidated by the prospect of the length of time it will take to achieve it. You'll learn how to use the strategies and techniques that enable the self-disciplined to pursue their vision with patience and sustained action. You'll also learn how to overcome procrastination.

## PRACTICE

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1. Listen to Session 8, "The Time Connection: The Seasoning of an Achiever."
2. As you listen to the narrator describe the three time management strategies, summarize each in the space provided below.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. Listen to the narrator describe the concept of “seasoning.” In the space provided below write a definition of “seasoning.”

\_\_\_\_\_

4. Listen to the narrator describe the concept of “time quickening.” In the space provided below, write a definition of “time quickening.”

\_\_\_\_\_

5. When described by the narrator, list the three major causes of procrastination.

\_\_\_\_\_

6. When explained by the narrator, describe in the space below how to overcome procrastination.

\_\_\_\_\_

7. Listen to the narrator describe the concept of “swiss cheesing.” In the space provided below write a definition of “swiss cheesing.”

\_\_\_\_\_

8. When instructed by the narrator, use Form 8.1 to complete the Unscheduling exercise.

**FORM 8.1  
UNSCHEDULING WORKSHEET**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

## **POINTS TO REMEMBER**

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- Achievement with excellence requires time and effort.
- Self-disciplined people are not intimidated by the thought of a long-term commitment to the achievement of a goal.
- The self-disciplined are not easily diverted from their goal-oriented activities. They know how to resist the temptations that would divert time and energy from the completion of their priority activities.
- Procrastination is usually the fear of failure rather than laziness.

## **PROGRESS CHECK**

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1. Write a brief description of how you'll overcome the tendency to procrastinate.

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2. Review the “Unscheduler Exercise” and use it often to schedule your priorities and time.