



Productivity: Getting Started, Peak Performance and Goal Setting

Course #4141A

Business

2 Credit Hours

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PRODUCTIVITY: GETTING STARTED, PEAK PERFORMANCE AND GOAL SETTING

This course is designed to help you maximize your productivity and get more out of the time you have while watching your productivity soar. Topics covered by this course include: the starting point to excel at time management, the principles for peak performance, setting goals for your income and the tools to achieve your goals faster.

LEARNING ASSIGNMENTS AND OBJECTIVES

As a result of studying each assignment, you should be able to meet the objectives listed below each individual assignment.

SUBJECTS

The Psychology of Time Management Mastering Time Through Goals and Objectives

Study the course materials from pages 1 to 39

Complete the review questions at the end of each chapter

Answer the exam questions 1 to 10

Objectives:

- Recognize the starting point of excelling at time management.
- Recall the benefit of imagining teaching time management.
- Identify the principles and practices noted for peak performance.

NOTICE

This course and test have been adapted from supplemental material and uses the materials entitled Time Power: A Proven System for Getting More Done in Less Time Than You Ever Thought Possible © 2007 by Brian Tracy. Displayed by permission of the publisher, AMACOM Books, division of American Management Association, New York, NY. All rights reserved. <http://www.amanet.org> www.amacombooks.org

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EXAM OUTLINE

- **TEST FORMAT:** The final exam for this course consists of 10 multiple-choice questions and is based specifically on the information covered in the course materials.
- **ACCESS FINAL EXAM:** Log in to your account and click Take Exam. A copy of the final exam is provided at the end of these course materials for your convenience, however you must submit your answers online to receive credit for the course.
- **LICENSE RENEWAL INFORMATION:** This course qualifies for 2 CPE hours.
- **PROCESSING:** You will receive the score for your final exam immediately after it is submitted. A score of 70% or better is required to pass.
- **CERTIFICATE OF COMPLETION:** Will be available in your account to view online or print. If you do not pass an exam, it can be retaken free of charge.

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CHAPTER 1: THE PSYCHOLOGY OF TIME MANAGEMENT

Chapter Objectives

After completing this chapter, you should be able to:

- Recognize the starting point of excelling at time management.
- Recall the benefit of imagining teaching time management.
- Identify the principles and practices noted for peak performance.

“The mind is the limit. As long as the mind can envision the fact that you can do something, you can do it—as long as you believe 100 percent.”

—ARNOLD SCHWARZENEGGER

The Law of Correspondence says that your outer life tends to be a mirror image of your inner life. Everywhere you look, there you are. Everywhere you look, you see yourself reflected back. You do not see the world as it is, but as you are – inside. If you want to change what is going on in the world around you – your relationships, results, and rewards – you have to change what is going on in the world *inside* you. Fortunately, this is the only part of your life over which you have complete control.

THE STARTING POINT OF SUCCESS

The starting point of excelling in time management is *desire*. Almost everyone feels that their time management skills could be vastly better than they are. People resolve, over and over again, to get serious about time management by focusing, setting better priorities, and overcoming procrastination. They intend to get serious about time management sometime, but unfortunately, “the road to hell is paved with good intentions.”

The key to motivation is “motive.” For you to develop sufficient desire to develop Time Power, you must be intensely motivated by the benefits you feel you will enjoy. You must want the results badly enough to overcome the natural inertia that keeps you doing things the same old way. Here are four good reasons for practicing what you learn in this book. You can:

1. Gain two extra hours each day.
2. Improve your productivity and performance.
3. Increase your sense of control.
4. Have more time for your family.

Gaining Two Extra Hours Each Day

You will gain at least two additional productive hours per day by practicing what you learn in this book.

Just think of it! What could you do or accomplish if you had the gift of two extra working hours each day? What projects could you start and complete? What books could you write and publish? What subjects could you learn and master? What could you accomplish with two extra hours if you were able to focus and concentrate on completing high-value tasks?

Two extra hours per day, multiplied by five days per week, equals ten extra hours a week. Ten extra hours a week multiplied by fifty weeks a year would give you 500 extra productive hours each year. And 500 hours translates into more than twelve forty-hour weeks, or the equivalent of three extra months of productive working time each year.

By gaining two productive hours each day, you can transform your personal and working life. You can achieve all your goals, vastly increase your income over the next two to three years, and eventually achieve financial independence, if not become rich.

Improving Your Productivity and Performance

Your productivity, performance, and income will increase by at least 25 percent over the next year. Two more productive hours, out of the eight hours that you spend at work each day, is the equivalent of at least a 25 percent increase.

What you are earning today is what you are being paid today as a result of what you are producing today. If you increase your productivity by 25 percent or more, you must eventually earn and be paid 25 percent more. And if your current boss won't pay you for improved performance, some other boss will come along and gladly give you more money for your ability to produce greater results.

Increasing Your Sense of Control

You will have more energy and less stress as you practice these ideas. When you leverage the power of time, you will have a greater sense of control over your work and your personal life. You will feel like the master of your own destiny, and a power in your own life. You will feel more positive and powerful in every part of your life.

Over the years, psychologists have done extensive research in the area of what is called "locus of control." They have discovered that you feel positive about yourself and your life to the degree to which you feel in charge of your life; you have an "internal" locus of control. With an internal locus of control, you feel that your life is in your own hands. You make your own decisions, and you are responsible for your own actions and outcomes. You are the primary creative force in your own life.

Psychologists have also found that if you have an "external" locus of control, in that you feel that you are controlled by people and circumstances outside of yourself, such as your boss, your bills, your family, your health, or some other factor, you will feel negative, angry, and often depressed. You will feel frustrated and unable to change. You will develop what is called "learned helplessness" and see yourself more as a "creature of circumstances" rather than a "creator of circumstances." When you have an external locus of control, you feel that you are a prisoner of external forces. You often see yourself as a victim.

Take Control of Your Time and Your Life

One of the keys to developing a stronger internal locus of control is to manage your time and your life better. The more skilled you become at managing your time, the happier and more confident you will feel. You will have a stronger sense of personal power. You will feel in charge of your own destiny. You will have a greater sense of well-being. You will be more positive and personable.

Having More Time for Your Family

You will have more time for your family and your personal life as you get your time and your life under control. You will have more time for your friends, for relaxation, for personal and professional development, and for anything else you want to do.

When you become the master of your own time, and recapture two extra hours per day, you can use that extra time to run a marathon, complete a college degree, write a book, build a business, and create an outstanding life. With two extra hours a day, you can put your life and career onto the fast track and begin moving ahead at a more rapid rate than you ever thought possible.

THE THREE MENTAL BARRIERS TO TIME POWER

If everyone agrees that excellent time management is a desirable skill, why is it that so few people can be described as “well organized, effective, and efficient”? Over the years, I have found that many people have ideas about time management that are simply not true. But if you *believe* something to be true, it becomes true for you. Your beliefs cause you to see yourself and the world, and your relationship to time management, in a particular way. If you have negative beliefs in any area, these beliefs will affect your thinking and actions, and will eventually become your reality. You are not what you think you are, but what you *think*, you are.

Barrier 1: Worries About Decreasing Your Naturalness and Spontaneity

The first myth, or negative belief, of time management is that if you are too well organized, you become cold, calculating, and unemotional. Some people feel that they will lose their spontaneity and freedom if they are extremely effective and efficient. They will become unable to “go with the flow,” to express themselves openly and honestly. People think that managing your time well makes you too rigid and inflexible.

This turns out not to be true at all. Many people hide behind this false idea and use it as an excuse for not disciplining themselves the way they know they should. The fact is that people who are disorganized are not spontaneous; they are merely confused, and often frantic. Often they suffer a good deal of stress. It turns out that the better organized you are, the more time and opportunity you have to be truly relaxed, truly spontaneous, and truly happy. You have a much greater internal locus of control.

The key is structuring and organizing everything that you possibly can: Thinking ahead; planning for contingencies; preparing thoroughly; and focusing on specific results. Only then can you be completely relaxed and spontaneous when the situation changes. The better organized you are in the factors that