



Recognizing Your PRIME TIME

Placing your priorities first

*“The real PROs fiercely **guard** their PRIME time. Nothing + nobody gets into the calendar if they are a **time vampire**”*

—Joe Buzzello

What does this look like for you now? (Philosophy?)

When is your PRIME TIME?

When does it start? _____

When does it end? _____

How do top income earners treat their PRIME TIME? (3 Rules I know they practice)

1. They **GUARD** it with their life—they are fiercely **PROTECTIVE** of their primetime!

2. They create time for important **PERSONAL** obligations, but they don't schedule them during prime time hours.

3. Identify **DISTRACTIONS** ahead of time and eliminate them

- Personal - Don't mix business and pleasure
- Digital - UNPLUG if necessary!
- Obligatory Meetings - Either they are adding value to your career or they are NOT
- Human - Hierarchal, peers, time vampires, etc....

HARDWIRE your calendar for guaranteed success!

“The worst feeling in the world is to wake up on a Monday morning and not know where you’re going, or who you are going to talk to.”

—Joe Buzzello

Wake Up Employed

- Employee yourself
- Create your own **STRUCTURE**
- Put the work on your **OWN** desk

Get AHEAD of yourself

Work your calendar 7 – 10 days in advance – Use **Friday – Sunday** for final planning

Block out your **PRIMETIME**, and fill your calendar in the following sequence:

- Identify and plug in any **selling opportunity** (*pen to paper*)
- Identify and plug in all **appointments** (*presentations*)
- Block out all other unspoken for time and use it for **PROSPECTING**
