

The Twitter Trap Bonus #1:

The Twitter Trap Quick-Start Checklist:

**Turbo-charge Your Twitter Time with
3 Power Questions and a Checklist**



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The results that you will receive from *The Twitter Trap Quick-Start Checklist* will be a direct result of the time, attention, and effort that you put into engaging with the material.

When we share testimonials from people who have used our products, they reflect the results those individuals have attained; we cannot and would never attempt to predict what your results will be. Those results will be a function of your work with the material.

So, any claims made about *The Twitter Trap Quick-Start Checklist* are examples of what can be done; and we do not offer them as typical. We make no claims regarding your outcome and are committed to being transparent about this, so that you have the opportunity to make the best decision for yourself.

Our sincere hope is that you will use *The Twitter Trap Quick-Start Checklist* to learn how to make exciting contacts while keeping control of your Twitter Time.



Introduction

How can you make maximum use of Twitter, utilizing its prominence as a key social networking venue (and tool) in the on-line world to open up new worlds of opportunity for you? The answer is simple:

BY TREATING EVERY MOMENT AS THE GOLDEN OPPORTUNITY THAT IT TRULY IS!

- If you focus your energy and concentration from the onset, nothing can stop you.
- And if you neglect building this essential framework to channel your efforts, you're likely to LOSE time rather than find it!

So use *The Twitter Trap Quick-Start Checklist* to help create an unshakeable foundation for success.

Our Finding Time workbook format will get you up and running in no time!

Power Questions to Strengthen Your Time Effectiveness

Here at Finding Time what matters to us is what matters to you. So you are the authority when it comes to these questions.

1. What outcome do you want from your Twitter time? What is your GOAL?

- Connection?
- Marketing?
- Branding?
- General Exposure?
- Research?
- _____
- _____

If all these sound useful, remember that you are most effective when you prioritize. What is most important? Prioritize, and place in sequence. Now, focus on your top priority; that which you most want to achieve through your Twitter activity. Write it down below, and quickly jot down exactly what you want it to provide for you:

How does it feel to pick just one outcome? Do you hear arguments between your head and your heart? When you bring them into full agreement, you are ready to move forward whole-heartedly.

"Chase 2 rabbits and you will catch none." Russian proverb

2. What do you want to provide to others?

Here is your opportunity to share with others. How might you enrich others' lives? By offering your best, you can affirm your place in the human family, give thanks for all that has been offered to you, and inspire others to contribute in kind. Circle your selection.

- Information
- Analysis
- Guidance
- Inspiration
- Provocation
- Humor
- _____
- _____

The more you fine-tune your focus, the more defined your efforts can grow.

3. How will you stand out?

Consistency is key. Other Tweeples are short on time, too! You want to be their best and fastest resource for something they want. So decide how you'd like to stand out. Then brainstorm how to provide superior value. Pause now, and list 3 ways you can stand out:

- _____
- _____
- _____

Here are some qualities that are in high demand. Which will you offer? Is there anything you'd like to add to this list?

- First with the news
- Originality
- Integrity
- Comprehensiveness
- Credibility
- Wit
- Supportiveness
- Responsiveness
- Expertise
- _____
- _____
- _____

Circle your current strengths. How can you demonstrate these qualities as you establish your online niche? Write ideas below.

As you view others' tweets, note what appeals to you, and how you can further develop your unique approach.

4. What about distraction?

Twitter can be highly addictive, as you may already know. You deserve to use Twitter to develop, not devour your time. So make time management one of your strongest allies.

Use *The Twitter Time Quick-Start Checklist* as a quick and easy tool to preserve your time and energy, while making the best possible use of Twitter!

**Remember ... the way you use your time
is the way you live your life!**





THE TWITTER TIME QUICK-START CHECKLIST

PLANNING

A. Pacing Your Way to Success

Timing is everything. Start with realistic expectations and a plan, and you will increase your staying power dramatically. Your morale and your results grow, too! Here's a quick review:

- Select a desired outcome.
- Define what you want to offer others, in one or two sentences.
- Identify exactly how you plan to stand out, including action steps.
- Start to rough out a time frame, to assist in pacing yourself.

B. Looking and Learning

The key is to engage slowly enough to observe responses and respond in ways that move you towards your goal.

When you are ready to start, create your Twitter account.

- Start small - follow a few people and put out a few Tweets.
- Decide (and write down) how many days a week you will Tweet.
- Identify (and write down) which days.

- Write down how long you will spend each time you visit Twitter.
- Decide (and write down) how many times a day you'll Tweet.
- Write down your best time(s) of day for Tweeting.
- Write down your daily Twitter objective.

C. Aligning your time choices with your goals.

As you proceed, observe whether the way you use your Twitter time is consistent with your original intentions. Refine your schedule and your activities as necessary, based on what you learn.

It's also very important to make time for this new addition to your daily routine!

- Review your typical day, noting how long each activity takes.
- Decide what you will trim to make time for Tweeting.
- Use unexpected down time to move ahead, but keep an eye on this and resist indulging in potentially addictive visits to Twitter during downtimes.
- Validate yourself each time you build trust by sticking to your Twitter Time Plan!

DELEGATING TWITTER TASKS

As you identify where your time crunches develop, decide what you might be able to delegate. Weigh the costs and benefits. Factor in your goals and the time limitations that you are working with.

- Examine one bottleneck at a time to zero in on solutions.
- Mark which Twitter tasks you'd like to delegate, and to whom.
- Build consensus with those who help you.
- Support open communication and a free exchange of ideas.

- Build in a trial period and schedule weekly check-ins in advance.
- Keep assessments and suggestions factual and constructive.
- Validate and reward those who help you

TWITTER & TIME BOUNDARIES

Setting clear, realistic, and strong time boundaries helps you:

- Create a clear time frame for your Twitter work.
- Focus on your Tweeting during the planned time, free from outside distractions.
- Build your trust in your follow-through.
 - Decide ahead of time what your Tweeting time frame will be.
 - Write it down clearly.
 - Minimize potential distractions in advance. (Email, phone, etc.)
 - Get an inexpensive timer and set it for the amount of time you predetermined.
 - When the timer goes off, stop Tweeting.
 - Take 5 minutes to get up and stretch.
 - Validate and reward yourself for following through!

**Another thought to beef up your time boundaries –
Try scheduling tasks that can be addictive,
like Tweeting, before firm commitments.**

STAYING FOCUSED

Building focus is what puts the power in your Twitter practice and optimizes your efficiency. In the same way that time boundaries are your external frame, your focus provides your internal frame.

How do you balance the need for openness and creativity with focus and discipline when it comes to Twitter? Follow these steps:

- Create a strong routine.
- Clear your workspace of visual distractions, like clutter.
- Limit background noise.
- Eliminate multitasking, which recent stats confirm lowers efficiency.
- Place a reminder nearby to keep you focused on your goal.

How long can you maintain concentration? Generally, 45-60 minute work periods are most effective. Set your timer to schedule breaks.

Use your breaks to recharge your energy and clear your mind.

CREATING SYSTEMS

Systems will ALWAYS free up time once you have them established. Twitter is first and foremost about building relationships. However, if your goal is to share quality content with friends and followers on Twitter as a way of connecting and sharing, there is absolutely nothing wrong with automating that process where it makes sense to do so.

Take advantage of the tools that Twitter and related applications offer to create systems! *The Twitter Trap* provides you with an introduction to some of them.

A. Establishing Systems

- Explore and consider ANY ways that you can marshal the power of technology to simplify your tasks and extend your reach!
- When considering systems, also remember that there are very helpful, non-technological systems that you can utilize, too.
- Institute a routine.
- Establish helpful personal rhythms and rituals around your Tweeting.

B. Letting Your Twitter System Evolve

You can ALWAYS modify your decisions as your Twitter practice evolves. It's important to make conscious choices, of course, and stick with them long enough to learn from them. But when something isn't working for you, don't hesitate to correct your course.

- Schedule reviews to assess your progress as frequently as needed; monthly, at least.
- Identify stuck points and time drains, and write them down. Analyze what needs revising.
- Envision what needs to change, and list your action steps.
- Implement those steps, and plan to review/revise as necessary.





Note from Paula



I hope you have found this bonus *Checklist* helpful in streamlining your effectiveness. I invite you to take a moment now to reflect on how aligning your Twitter time with empowering intentions can open new doors for you. Remember, the way you use your time is the way you live your life!

A handwritten signature in cursive script that reads "Paula".

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<http://findingtime.net>

P.S. Don't forget to visit our blog at <http://thetimefinder.com>

You can sign up for the feed, if you like, and each post will be delivered directly to your inbox. The resources are rich and varied! This is just one way we'd like to express our appreciation of your joining our Finding Time community.

And if you haven't already done so, claim your free gift, **The New Finding Time Boundary Template: 9 Simple, Sequential Steps to Find More Time and Recharge Your Energy!** It's part of the **Finding Time Success Kit**, and you received a link (via e-mail) to download the **Template** when you purchased **The Twitter Trap**.

This time template will provide you with additional help around time boundaries as you develop your Twitter Time Plan. Using it as an adjunct to The Twitter Trap, you will discover that 24 hours really are enough!

Warmest wishes for your success, every moment of your day...



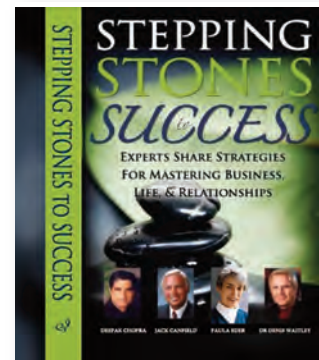
Resources

As you continue your exploration of Heart-Based Time Management, support your progress with some additional tools and resources for continuing your transformational time journey. *Note:* if you are having difficulty with any of the links, please type them into your browser.

Stepping Stones to Success

Paula Eder co-authored this book with 19 experts in the areas of business, life satisfaction, and relationships. Along with renowned authorities like Deepak Chopra, Jack Canfield, and Dr. Denis Waitley, she shares her expertise, guiding you step by step to fully stand in your power.

Her chapter, "Secrets to Heart-Based Time Management", offers a roadmap for making authentic and powerful time choices. Here you will find the Six Modules of her Heart-Based Time Management System. By using them, you will learn how to integrate your inner and outer energies.



This offer includes shipping and a digital download of the chapter. To get started, **click this link:** <http://thetimeschool.com/steppingstones>

How to Create Credibility as a Freelancer

Are you a solopreneur, consultant, or small business owner who's ready to take the next big step? Want to learn how you create and keep a successful business running?

Then you'll want to claim this tips booklet with 70 expert-proven tips to help you recharge your energy and motivation, increase your visibility, and sharpen those vital organizational and time management skills.

Success is right within your reach... can you feel it?

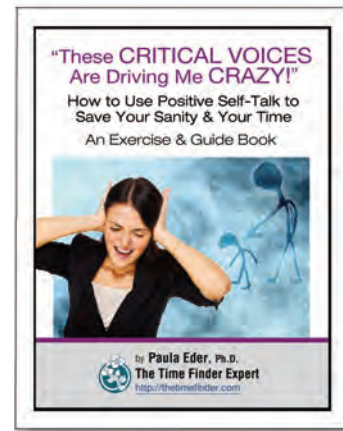
Don't wait - **Click this link:** <http://thetimeschool.com/tips> and get started today!

"These Critical Voices Are Driving Me Crazy!" How to Use Positive Self-Talk to Save Your Sanity and Your Time

Paula Eder's new Exercise and Guide Book - *"These Critical Voices Are Driving Me Crazy!" How to Use Positive Self-Talk to Save Your Sanity and Your Time!* - offers simple, practical and proven exercises, checklists and tips for recognizing the critical voices you carry inside and creating ways to counter those negative messages.

And as an added bonus when you purchase this Exercise and Guide Book you can quickly get back your investment. You'll find all the details at the end of the Guide Book.

So, this Exercise and Guide Book gives you a step-by-step path to take back your power and quiet the self-criticism that saps your confidence, your energy, and your time. Don't let those hurtful voices hold you hostage!



Click the link to get started: <http://thetimeschool.com/voices>

\$7 Secrets

Perhaps you are intrigued with the way I have marketed and sold the Exercise and Guide Book, *These Voices are Driving Me Crazy!* If you would like to learn more about the \$7 Secrets method, and gain access to the scripts so that you can use this marketing tool yourself, just **click this link: \$7Secrets** (it's my affiliate link) for more information!



The Time Finder

This award-winning blog offers lots of proven no-cost timely tips, tools and resources to help you find time for what matters most! From Cyber Monday reviews to heart-based time management support, you'll discover a wealth of practical inspiration and fresh ideas.

Click this link: <http://thetimefinder.com> to read the latest from *The Time Finder!*

Finding Time Success Kit

Receive 3 FREE Time Success tools from The Time Finder! The *Kit* includes "*The New Finding Time Boundary Template: 9 Simple, Sequential Steps to Find More Time and Recharge Your Energy!*" Using a workbook format this powerful and practical time template helps you progress beyond disappointment and frustration. You also receive weekly *Finding Time Tips*, and the monthly, award-winning *Finding Time E-zine*.

Click this link: <http://thetimeschool.com/template> to claim your *Success Kit!*

The Internal Boundary Checklist

Are you ready to empower yourself? Use this *free Checklist* with 15 simple steps to set and maintain strong, clear internal boundaries. *The Internal Boundary Checklist* helps you follow through on what you say you will do. Sign up for other *free* bonuses at the same time!

Click this link: <http://thetimeschool.com/checklist> to give yourself this powerful, *free* tool today!

