

The **Twitter Trap**

5 Keys to Unlock
the Twitter Time Trap
to Keep Twitter from
Devouring Your Time



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So, any claims made about *The Twitter Trap* 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* to learn how to make exciting contacts while keeping control of your Twitter Time.



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Introduction: Getting Started

Twitter continues to be arguably one of the biggest, fastest growing social networking venues (and tools) in the on-line world right now. Millions of words and thousands of books have been and are being written about it. So, you might ask...

- Why is The Time Finder adding to the deluge? and
- What can The Time Finder contribute that is new and different?

A LOT!

**The Twitter Trap Looks at Twitter
Through the Unique Lens of...
Finding Time!**

Here at Finding Time what we are passionate about is helping people find the time for what matters most! Whether it's staying in touch with friends and family, getting a new venture off the ground, expanding the reach of your business, or communicating on Twitter, it's what matters most to you! We're here to help you find the time to get from where you are to where you'd like to be!

- What is most important to *you*?
- Do you have enough time in your days to get to your most valued goals and activities?
- If not, what gets in your way?

In the following chapters, we're going to take a look at Twitter as a tool that can help you with your goals, one step at a time. We're not going to shy away from looking at the ways that Twitter can be an impediment, either. As with any great tool, the good news (in terms of usability) is often also the bad news (in terms of becoming a distraction).

So we invite you to jump in NOW, from wherever you are. Join us as we explore Twitter and Time.

This Quick-Book Guide will help you optimize your Twitter Time and avoid some of the pitfalls of this great social networking and business tool!

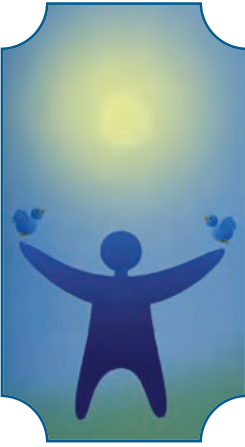
**Remember, the way you use your time
is the way you live your life!**

Why Twitter?

If you are a solo-entrepreneur, a blogger, an on-line marketer, or any one of the millions of people and businesses whose work is moving more and more toward the on-line world, you know that social networking is a key component in many business plans.



It takes time to build relationships and stay connected on line. Finding time to do that is a big time management challenge - and Twitter, used well, can be a big part of the solution for you!



Twitter offers flexibility and reach, while also being accessible to users at all levels of sophistication. The Twittersverse (that's "universe" in Twitterspeak) is expanding exponentially. New users are joining all the time, and new Twitter applications are being developed and launched daily, if not hourly. The sky is the only limit to what's possible as this tool and its uses continue to evolve.

Don't be shy – look around.

The best way to learn is by doing - especially with something like Twitter, which is why it is so hard to properly describe to someone who hasn't experienced it. Maybe the best way to think of Twitter is as a river of micro-blogs... all of them having 140 characters (or less) each.

As with anything you're exploring for the first time in the social networking world, it's a good idea to observe for a bit before you start swimming!

- Find some time to relax on the bank of this river of Tweets ... and just watch the comments, links, photos, quotations and observations flow by.
- See what the social mores are ... watch how it's done.
- Take your time but also be sure to PLAN YOUR TIME!

Create an account.

Follow a few people and put out a few Tweets - nothing major - start small. Even at this early stage, decide how much time you're going to spend before you login. And then be sure to stick to your plan. We strongly recommend that you get into the habit of **using a timer right from the start**. (We'll be suggesting this frequently - it'll be a big help as you get more involved with Twitter!)

When you are new to Twitter, it can feel very much like moving to a new city. Slowly, the neighborhoods begin to feel familiar and you start recognizing faces. This will happen for you on Twitter, too. Give it time!





Key #1: Planning and Structuring Your Time

Now that you're exploring and making a few Tweets, STOP! Before you go any further, what's your PLAN?

Why have a plan?

It's simple: Remember that Twitter is a river of Tweets. Well, that river flows into an ocean of Tweets. You're heading toward that ocean; and sailing without a map or a compass is never a good idea!

In concrete, practical, everyday terms, without a plan, you could easily spend three hours on Twitter without even realizing it. Can you afford that?

You need a plan. So GRAB A PEN! Here are some guidelines for jump-starting your planning process:

- On the following page, list your top 5 reasons for exploring Twitter. **Here you are beginning to create your strategy.**

(HINT: Don't think too much, just write what comes to mind.)
After you've written your reasons, prioritize them from 1 to 5 – with 1 being most important.

1. _____
2. _____
3. _____
4. _____
5. _____

- Next, write down what you'd like to see happen as a result of your Tweets. What's your aim? Start with 3 desirable outcomes for now. Maybe you have a goal of adding a certain number of followers a week– or posting a certain number of Tweets.

(*HINT:* Be as concrete as you can and start small – your goals can always be revised and expanded as you achieve them!)

Goals:

1. _____
2. _____
3. _____

- You're getting there! Now write down how much time you see yourself putting into Twitter.

(*HINT*: Think about the results you're aiming for.)

- How many times a day will you dip into Twitter? What time(s) of day are best for you? What specific activities will be your focus? Tweeting? Following? Reading? Searching? Again, be as specific and concrete as you can.

- Now, this may be the hardest question - but it is key! What other activity or activities can you cut out, or cut back on to make room for your Twitter Time?

Think of your time as a basket.

If you add something new to your basket of time without making room for it, something else will fall out. You have an opportunity here to make a proactive choice about what you remove!

There you have the raw materials of your strategy! Let's step in a little closer now, and start fleshing out the specifics. Here are some additional, important factors to consider:

When to Tweet? How often? What time of day?

If you're looking to use Twitter as a social networking tool for your business, then you want people to notice and recognize you. This makes consistency very important.

1. Pick particular Twitter times, and think about how you'll use the time.

- Will you be looking for Tweeps (people) to follow? Just looking around? If that's the case, it doesn't matter quite so much when you're on Twitter.
- Will you be Tweeting? If that's the case, pay more attention to the time of day so that your Tweets are more likely to be seen by the Tweeps you want to connect with.

Your answers to questions like these will help clarify and define some of your Twitter time choices.

2. Factor time zones into your Tweet planning. Are you aiming to connect with people from a particular area?

- 4:30 PM ET is optimal in terms of accessibility to Tweepers everywhere.
- Conversely, 7AM Tweets from NYC aren't going to land you many followers in LA.

3. Plan on particular spans of time to spend Tweeting.

- 10-15 minutes is a good span to start with.
- Try scheduling 2-3 sessions a day.
- *Stick with your plan!*

4. You may find yourself in situations where you have unexpected down time. Perhaps you're waiting for a phone call or stuck in an airport.



- These can be good opportunities to work in your Twitter time - and using the multitude of mobile applications for Twitter can greatly expand your ability to make the most of these unexpected Tweeting opportunities!
- When you use down time to Tweet, be sure to "count" it! If you don't include it as one of your scheduled times, it's not saving you anything.

- Further, if you find yourself adding in little bits of “extra” Twitter time here and there, *that may be a red flag*. You may need to sit yourself down and ask whether Twitter is becoming an addiction or a procrastination tool for you.

How much Tweeting time should you give yourself?

This is an important question for you to answer as you start out - and to revisit periodically as you get used to using Twitter. It will change as your needs and goals change. This is a vital part of your plan.

*Whatever Twitter time frame you decide on,
it is very important that you stick to it.*

Why?

**Your time parameters are your promise to yourself.
Sticking to these boundaries builds self-trust.
Ignoring them will erode it.**

- We recommend that you buy a timer and keep it by your computer.
- Use this every time you visit Twitter, to keep your Twitter time on track!

What to Tweet? Branding & establishing your niche

Twitter is about connecting and building relationships. It is not for selling! This isn't a Twitterverse “rule” so much as a social more. So, while Twitter


isn't about selling, it certainly offers a wealth of opportunities for you to establish yourself as an expert in your niche and to get your name "out there" and known. If you keep the idea of relating in the forefront as you Tweet, you'll do just fine.

How can you manage the dual tasks of building relationships and getting the word out about yourself and your business?

11 Ideas to Get You Started!

- 1. Think about your keywords...** (if you haven't already). Identify them. Keep them handy when you're Tweeting. USE THEM! If someone searches Twitter for one of the keywords in your niche, *you want to be sure that your name is one of the ones that comes up!*
- 2. Find creative ways to work keywords into your Tweets.** This can be fun. Keep a list of pre-written, keyword rich Tweets to insert into your Tweetstream periodically. Spread these Tweets out. Intersperse them with other conversations. Don't worry about repeating yourself. A certain amount of repetition is fine in the vastness of the Twitterverse - so long as it doesn't look spammy.
- 3. Tweet or Retweet informative links** related to your niche. Sharing information is always a plus. It's fine to share information that doesn't relate to your niche, too. Work to keep it interesting.

continued



11 Ideas to Get You Started!

- 4. Retweet valuable material** that's been Tweeted by thought leaders in your niche. You're sharing good information and connecting with leaders in your field – a win-win!
- 5. When Retweeting try using the "|" character** and adding your own thoughts after it, to build on the original Tweet.
- 6. Share pertinent quotes.** Quotations that relate to your work are great to share and often get Retweeted. This helps spread the word and gain you new followers.
- 7. Say "Thanks".** Be sure to take time to thank people when they Retweet something that you have Tweeted.
- 8. Ask questions, offer help.** Also ask questions and offer help or answers to questions related to your area of expertise.
- 9. Ask people directly** for information about what they do. That gives them an opening to share a link to their blog or Teleclass or product. Many times, they will return the favor, again helping to spread the word about YOU!

continued



11 Ideas to Get You Started!

10. Twitterverse offers answers. If you have a question or problem of ANY sort, you should feel free to put it out to the Twitterverse. You'll often get some very good answers, as well as some wonderful new connections!

We had personal experience with this when my VA was working on a WordPress upgrade at The Time Finder. She had a question about an automated process and we asked it on Twitter. Within a few minutes we had a very helpful Tweet from a Blogger in Australia, and my VA was able to complete the process successfully!

11. Monitor Tweets with your keywords. Use the Twitter search function or applications like SocialOomph, TweetDeck or TweetGrid to monitor Tweets that contain your keywords – and then respond to those Tweets!

“ Quick Twitter Tip: ”

If you put quotation marks around your search terms, the search will look for those exact words. Otherwise, it will include any combination of those words.

A Note about Retweets:

Retweeting is one of the most important ingredients to include in your Twitter repertoire.

Why?

When you Retweet, you are taking someone else's Tweet and rebroadcasting it to your followers. In effect, you are saying, "I think this is important and want to share it." You are endorsing it. For the person being Retweeted, it is a great compliment.

(That is why it is always so important to thank people when they Retweet your Tweets!) For you, it is a way to highlight meaningful content and connect with others who share your interests or are in your niche.





Key #2: Delegating – To Do or Not to Do?

To delegate Tweets... or not... That is the question! This is a much-debated subject in the Twitterverse.

- On the one hand, clearly, delegating saves time. But since Twitter is about relationships, how can any of the work be delegated to someone else?
- On the other hand, if you are a solopreneur or busy professional, how can you find time to maintain a presence on Twitter while doing everything else that you need to do?

There's no right or wrong answer here.

As a rule of thumb, if you're thinking about going the delegation route, we suggest that you delegate (or automate) your less interactive Twitter tasks.



Identifying “less interactive” tasks

- They might involve posting Tweets that offer valuable or interesting information but aren't conversational.
- They could be tips you've written that relate to your niche.

- They might be quotes (also related to your niche), or links to your articles or blog posts.

People sometimes offer free gifts in their Tweets or announce free teleclasses. (If you come on too strong with these offers, people may feel that you are trying to “sell” – so be aware of how these may come across.)

You could think of these Tweets as forming a foundation for you on Twitter. They authentically reflect you, but you could create them ahead of time and choose to delegate or automate their posting.

What absolutely can't be delegated, in our view, is the conversational part of Twitter – the relating – the human interaction.

What *not* to delegate



This relational piece is the heart of Twitter.

As time goes on you'll make connections and begin to engage in dialogue with the Tweeples you meet. It's in building relationships that you can have fun and reap the most amazing rewards on Twitter.

Try keeping a small notebook near your computer where you can jot the names of Tweeples who especially interest you. Ask them questions. Offer comments or information. Gradually, you'll begin to engage in conversations and who knows what will emerge?

I connected with a wonderful colleague through Twitter - someone I'd never have met otherwise. Our connection evolved from...

- ⇒ Noticing one another's Tweets to
 - ⇒ Responding to them (@replies) to
 - ⇒ Posting comments on one another's blogs, to
 - ⇒ Direct Messages (DMs), then
 - ⇒ E-mails, then
 - ⇒ Phone calls, and
 - ⇒ Now we are exploring JVs!

This is not an unusual Twitter story. The possibilities and permutations are endless and amazing!

**However, this is an evolution that cannot take place
if you delegate the relationship part of Twitter!**

As part of your planning, you'll need to decide what, if anything, you are comfortable delegating. Weigh the costs and benefits. Factor in your goals and the time limitations that you are working with.

Also, always remember that your decisions can be modified as your Twitter practice evolves. It's important to make conscious choices and stick with them. Equally important is a willingness to shift gears and tweak what isn't working for you!

There's no right or wrong way to do this – and there are lots and lots of tools available for automating as much or as little as you want to.

One on one: building your relationships on Twitter

One of the nice things about Twitter is that it's so open. Here are 4 ways to find lots of interesting people to follow:

1. First, know that you can follow anyone - no permission is required.
2. Click on the profiles of people you already find interesting and follow them. See who they are following. If you see someone on their list who looks interesting, follow away - it's that simple!
3. Do a Twitter search on your keywords. See who's Tweeting about them and follow the Tweeps you're drawn to!
4. Use the "Find People" feature to search for people by name on Twitter or in other networks (like Gmail). Twitter also suggests people to follow, based on the kinds of Tweeps you are already following.

Once you find interesting people to follow, their Tweets can liven up your day!





Key #3: Twitter and Time Boundaries

How time boundaries free you from Twitter traps

Setting clear, realistic, and strong time boundaries will enable you to get the most out of Twitter AND assure that it doesn't pull you away from other things that you need to be doing.

Your time boundaries provide your frame, and then you do your Tweeting and other Twitter work inside of that frame.

The stronger and more reliable your frame is, the freer you will feel to focus fully on the Twitterverse in the time you have.

Indeed, strong time boundaries allow you to make the most of the time that you've allotted for any task. When you know that your task has a beginning point and an ending point, this helps to sharpen your focus.

These time boundaries are **external boundaries** - your focus provides your **internal boundaries**.

Time boundaries are especially important with something like Twitter, which has the potential to be highly addictive.

7 simple steps to set strong, steady time boundaries

1. Decide in advance what your time frame will be.

Write it down. Being as concrete as possible always helps. This is your promise to yourself.

2. Reduce distractions.

If there is potential for other distractions, do what you can, proactively, to minimize them. This may mean turning off your email, for example, or asking co-workers or family members for uninterrupted time (be specific about the time span needed).

3. Get yourself an inexpensive timer.

Set it for the amount of time you predetermined. And then, be sure to start it!

4. Honor your boundaries.

When the timer goes off, stop your Tweeting and log off of the site. You are keeping your promise to yourself and building trust.

5. Limber up.

Take a minute or two to get up and stretch. Maybe give yourself a small reward for following through on your commitment!

continued



7 simple steps to set strong, steady time boundaries

6. Schedule in support.

Reinforce your sign-off time, when possible, by scheduling Tweeting right before a firm commitment - for example, meeting someone for lunch, carpooling, or watching a favorite program with your partner.

7. Remain loyal to your intentions.

Refer back to the 5 top reasons you Tweet that you prepared when reading Chapter 2. Print out the list and keep it handy. Before signing in to Twitter, review your reasons. And when the alarm rings, scan your list again. This helps to mobilize the decisive part of your brain, so that you follow through with your intention.

Working with your time boundaries

The more you work with your time boundaries, the more skilled you'll become at implementing and maintaining them. To the degree that they represent a change from your usual patterns, you can expect some small rebellions and grumblings (both from others who are affected by your boundaries and, quite possibly, from yourself, as well.)

Plan on being tested, and know that assertiveness and self-discipline are important ingredients in this process. And, as is often the case with such things, know that YOU may provide yourself with the most challenging tests of your own assertiveness skills!

So always strive to follow-through and log off when you promised yourself that you would.

Ultimately, you'll be glad you did, no matter how fascinated you are with the Tweetstream!

And remember ... this is a process. For every mistake, take away a learning and you'll always come out ahead of where you started!





Key #4: Staying Focused

Focus – Where the rubber meets the road

Okay, you have developed a great plan. You have set your frame (your time boundaries). Here's where the rubber meets the road.

You implement your plan with FOCUS (internal boundaries).

Managing time and focus in a venue as wide-ranging and multi-faceted as Twitter can be paradoxical.

Focus and efficient time management call for structure and discipline. And yet your best use of Twitter also calls you to be open to the interesting possibilities that may present themselves during your allotted time.



In thinking about what FOCUS means on Twitter, be sure that you leave room for agility, creativity, and playfulness in your repertoire. It's vital to have a routine – and it's also vital to keep that routine alive for yourself. If you keep your Twitter time brief and bring to it your best, most creative and focused energy, you are likely to use it well.

Twitter, focus, and procrastination

If Twitter is a social networking tool you use for your business, your Twitter time is likely to be fairly structured, purposeful and focused. If you are using Twitter for socializing and relaxing, it serves a different function for you.

If Twitter serves more than one function for you, consider having more than one account. This is very helpful when it comes to focus!

If you use Twitter primarily to socialize and connect, you might think of it as your virtual water cooler or front stoop - a friendly place where you can visit and catch up with your neighbors or co-workers.

It's important to stay in touch, but if you find yourself spending entire mornings out on that stoop, you know there may be a problem. Stop and ask yourself, "Is there something I'm avoiding?" "Am I procrastinating?" You can learn a lot when you pay attention to what you're saying "Yes" to with your time. Each "Yes" means saying "No" to some other task or possibility.

So if you catch yourself spending more time on Twitter than you planned, ask, "Do I really want to be saying 'Yes' to Twitter right now? What am I saying 'No' to?" Bringing these choices into your consciousness and OWNING THEM as your choices is half the battle!

Twitter is challenging because it is so easy to get caught up in conversations - either as a participant or an observer. Time slips by quickly, and you can find yourself regretting lost moments AND lost productivity.

As with so many other elements of time management, it is essential to be able to say "No" to certain things at certain times, so that you can say "Yes" to other possibilities and responsibilities in your life.

For Twitterers, that often means saying "No" to the temptation of checking Twitter "just one more time."

Phrases like "just once more" minimize what you are doing and are worth paying attention to. They can be red flags for a developing addiction. Twitter addiction – like any addiction – is not something to be taken lightly.

It may also mean saying "No" to an interesting topic that you're tempted to pursue – instead choosing to stick to your planned Tweet focus (while adding the new topic to a list for later).



It is extremely helpful to remember that on Twitter the conversation is ongoing... so your "No" in the moment isn't a "No" for all time. You can jump back in later. The key is to be true to the time boundaries that you set, and to make your time choices be conscious ones!

3 final focus tips to never forget:

- Your plan is your promise to yourself.
- Your time boundaries are your frame.
- Your focus is your implementation - where the rubber meets the road.

As you follow through with each piece, you build self-trust. If you are going to change your plan, then it is also builds trust to acknowledge that you're doing it, and why.

Owning that the choice is yours is always clarifying and always empowering.

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





Key #5: Creating Your Own Personal System

The significance of systems

In this chapter we're going to discuss the importance of creating systems as part of your Twitter Time Plan. Then we will give you some ideas to get started.

Systems will ALWAYS free up time once you have them established. Whether it's having a template for a seasonal task, setting up a forwarding rule in your e-mail account, or linking your blog to Twitter, systems help you find time!

There are lots of aspects of Internet work and social networking that lend themselves very well to a "systems approach." If your focus is on creating quality content and then sharing it with your friends and followers, there is absolutely nothing wrong with automating that process where it makes sense to do so.

Systems for blogging and writing articles

For example, if you are a blogger or an article writer, there are numerous applications available that can automatically add your blog post or article to your Twitter stream or your Facebook page. This is a great way to keep your friends and colleagues informed and in the loop.

Likewise, there are numerous applications for adding your tweets to your other social networking venues. Having systems for integrating all of this

data is a big timesaver that allows you to focus more of your energy on creating quality content to share.

You can focus on article writing, for example, while leaving the dissemination of your information to the automated systems you have set up beforehand. Once they are set up, you don't need to worry about them anymore!

Systems also free you up so that you can focus on real-time networking when you visit Twitter (or Facebook or other venues). You can be responding to questions, Retweeting interesting information, interacting with friends and responding to others' blog posts and articles personally - rather than spending precious time making sure that your core information gets where it needs to go.

Instituting systems like the ones mentioned above can easily enhance your visibility while allowing you to save lots of time as you share content on the web!





Summing Up: A Review

The 4 R's:

Some thoughts on the importance of finding time for follow-up as you activate your Twitter Time Plan.

Congratulations! Your time on Twitter is going to be greatly enhanced as you explore and activate your own, personal, Twitter Time Plan.

A key to making this work for you, over time, is to build in one final activity. I encourage you to periodically **revisit, review, revise, and REFRESH** your plan!

Keep in mind that things evolve over time. Circumstances change, your time priorities evolve, YOU change and grow. That means the planning you implemented for your Twitter Time three months ago may no longer apply.

It's important to be aware of this. Ignoring your own needs and the evolution of your Twitter practice is a little like walking around in a pair of shoes that no longer fit. It will become painful, and might even do you some injury if it goes on too long!

This is also why it is important to have a record of your plan. Having it written down in some fashion (our Bonus checklist can help you with this) gives you a touchstone.

I recommend that you **revisit** to your plan monthly, at the start. Once you have a good rhythm established, you can certainly extend this.

Review how it is going. Are you following through on your promises to yourself? Have your goals changed? Are there things you'd like to add or remove from your plan?

Next, take the time to **revise** your plan (again, write it down) in ways that will better meet your needs going forward. This not only optimizes your efficiency and effectiveness in using your Twitter time - it is also a wonderful gesture of self-care. Taking yourself into account is very grounding. It allows you to realign your actions with your goals, your values, and the realities of your everyday life.

Finally, this activity **refreshes** your Twitter practice. You can return to it, for the coming month, filled with new energy and the knowledge that Twitter need NEVER be a Trap. It's something you can find time to manage for yourself, each and every step along the way!





Note from Paula

Now, I invite you to take a moment to reflect on how exercising more positive control over your Twitter time boosts your enjoyment and your opportunities without eating up your time. Remember, the way you use your time is the way you live your life!



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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 that you've joined 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...



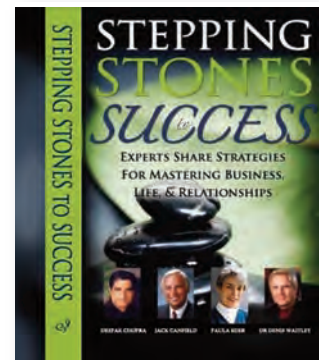
Resources

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>

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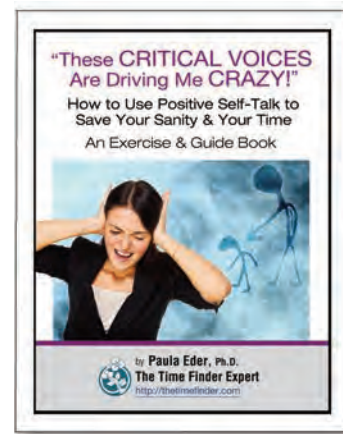
Don't wait - **Click this link:** <http://thetimeschool.com/tips> and get started today!

"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.

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Notes

Series of horizontal lines for taking notes.