

PRODUCTIVITY EBOOK



HOW TO KNOW WHAT TASK TO DO NOW!

Time Optimization

INTRODUCTION INTRODUCTION INTRODUCTION

We ALL have 24 hours a day, 168 hours a week —NO ONE will argue this, but people do! This is CRAZY. The truth is, HOW we manage and perceive our time is a key differentiator between high performers and others! This highly charged assessment will increase your capacity so that you have more power (productivity) and control in your life. With this powerful knowledge, you will ensure your best hours aren't wasted -never to be gained back. Don't let that last statement freak you out because you've made it this far, so you are doing a lot of things right. What you have been doing doesn't have to be labelled bad or good; it is feedback to utilize to make adjustments and enhancements. The truth is that our intellect, cognition, and focus abilities vary during the day.

The Time Optimization Roadmap combines neuroscience and behavioural science. Understanding and applying brain science is key to success. This program works WITH your mind and body, putting you back in the driver's seat with a full battery. You will become more productive versus feeling busy. We provide evidence on optimizing your schedule to save time by completing tasks with fewer hours, keeping some of your battery life (energy), and increasing your return on investment of time.

Are you making a fair trade for your time?



Why Optimize?

Listen, we can't create more time, but you can become more time efficient (not wasting hours), which will create more opportunities for you (start having fun again) and knock off your goals.

Here's a secret time productivity tip: Not all hours are created equal; your 1 hour of peak performance can be the same as 2-3 hours in a low-performance time of your day. We've all been there when we force ourselves to do something because it has to get done, but what if you had evidence that you could shorten the time just by doing your "something" at the right time of the day for yourself? Solution: Time Optimization. With your personalized Time Optimization Roadmap, you will have the quantitative data to help you plan a **charged** schedule in a way you have never experienced before. This Time Optimization Roadmap will help you cut through your bullshit, limit procrastination, and empower you to supercharge your life. Understanding your energy fluctuations and identifying your peak performance time will increase your motivation to guard this time like it is at Fort Knocks! You will begin to increase productivity and decrease time spent on tasks.

Drumroll, please: As you implement the information from your Time Optimization Roadmap, you will effectively create more time and space for yourself and those you love.

Caution that your mind may get a little addicted to this new shift as a high-performer; we tend to be conditioned that hard work = productivity, that we must be working to justify our reward (profits + goals). The great thing is that we will be there for support. Not only do you receive the Time Optimization Roadmap, but you also have accountability coaching available for implementation.

"Time is the currency we can't get back" Hina Khan



Meet the Author



I am a time productivity expert who enjoys helping others to manage their time optimally. I know from experience that this is the master key to living a fully charged life. My systems are strategic and simple to implement. I am a formerly trained teacher with over 18 years of experience and a certified Mastery Coach. Along with my education, I have many diverse experiences that provide me with a unique perspective and real-world applications. I am a mother, partner, coach, teacher, and a lover of golf. Overall, I'm on a mission to teach others how to gain more control of our most precious non-renewable resource: **TIME**.

Zen Soenen
SOENEN STRATEGIES

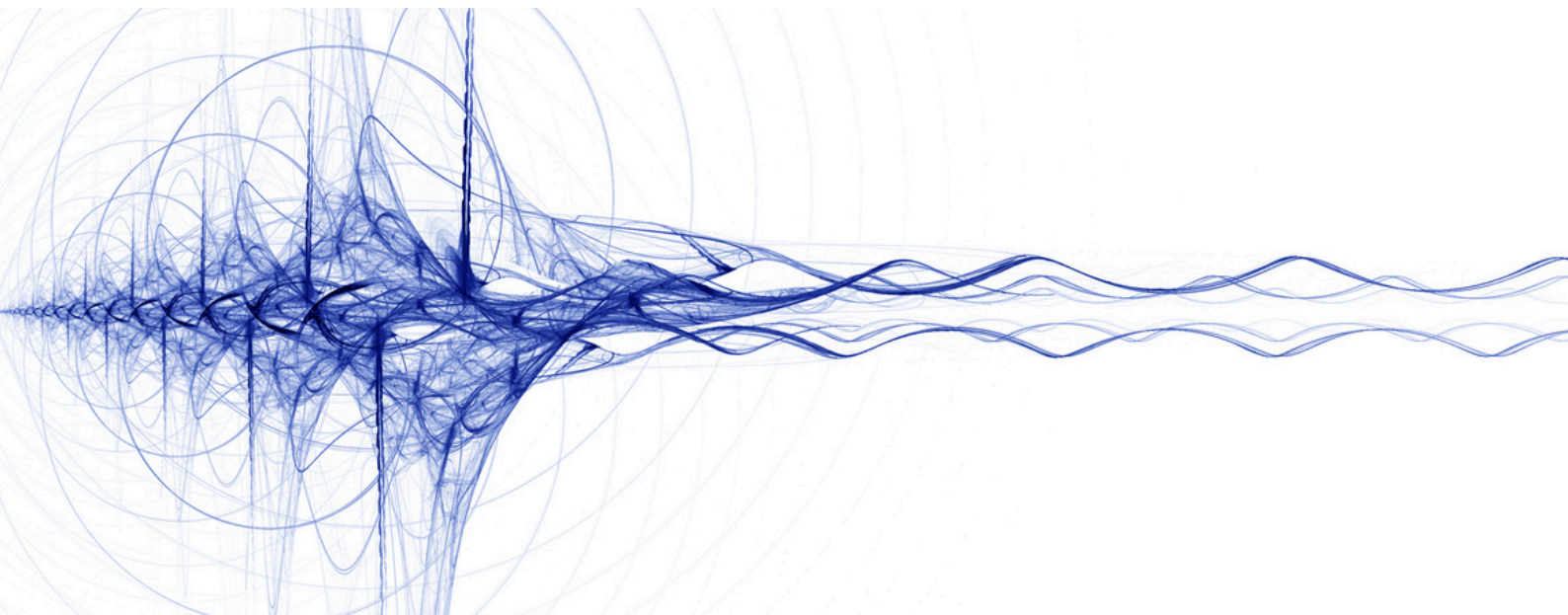
What is the *Time Optimization* Process?

The Time Optimization Process will assess how to manage your battery life effectively throughout the day. We all work differently at different times of the day, so learning and applying when your energy fluctuates has many positive implications, including increased knowledge... which in turn can give you more effective control. This control lets you know how to schedule optimally, considering your natural energy fluctuations.

Time Optimization is an activity that creates quantitative data to identify your battery life throughout the day. It will provide your peak performance hours so you can crush your professional and personal goals.

The Time Optimization Process helps you align all your daily activities with your natural rhythm to optimize your day, week, year, and life. Aligning with your highest peak-performance energy window will have massive results

—a small change can lead to BIG results. This is where you gain 2 hours a day, 10 hours a week.



How It *Works*:

- Complete the Time Energy Tracker for 5 days and return it to soenenstrategies@gmail.com. No worries if you don't do it every hour. Evaluating where you are... is the first step toward empowerment.
- Book in your Time Optimization Roadmap call. ([LINK HERE](#)) Please book for 3 days after you submit your tracker.
- Receive your personalized Time Optimization Roadmap.
- Implement your Time Optimization Roadmap. Utilize all the tips and tools I'll provide on the call... this is where you make small changes with a big impact.
- Have an accountability partner who can help you implement and make weekly adjustments. Or continue the Time Optimization Process with me as your coach and accountability partner.

“Words inspire but only action creates change” Simon Sinek



What are the Benefits!

You Will:



BE MORE PRODUCTIVE

Become productive versus just feeling productive (first one, you contribute to your ROI; the other is busyness). Quality of work will improve.



GAIN QUANTATIVE DATA

Numbers don't lie; they provide us with evidence that we can take action on.



IMPROVE WORK-LIFE BALANCE

You will learn how to effectively allocate time better, thus reducing wasted hours.



HAVE A CONFIDENCE BOOST

You will achieve your goals faster and increase confidence and willingly take more risks. The more frequent dopamine hits will build momentum.



TAKE PROACTIVE STEPS TO INCREASE WELL-BEING

Learning how to optimize time properly will decrease overwhelm



LIBERATE YOUR TIME

Reduce overwhelm and increase your productivity.



THINK DIFFERENTLY

Change unhelpful thoughts that have led to overwhelm with increase control and responsibility

The *Time Energy* Scale

100% FULLY CHARGED PEAK PERFORMANCE

Fully charged at this level, and your energy is operating at full capacity.

Characteristics: vibrant, focused, cognitively alert

Signs: Taking proactive action laser-like focus, exhibiting clear and sharp thinking

75% POSITIVELY CHARGED DYNAMIC

Feel energized and motivated, with a strong sense of drive, determination, and confidence.

Characteristics: magnetic, motivated, embracing challenges and obstacles

Signs: Strong ability to communicate, sustained attention & focus, ability to make proactive decisions

50% BALANCED ALERT

Feel balanced & content. You know you have enough battery life to continue with the day

Characteristics: composed, adequate energy levels

Signs: ability to handle stress effectively, consistent energy levels

25% LOW CHARGE CALM

Feel like you need to recharge soon! Distractions are everywhere.

Characteristics: mind wandering, restlessness

Signs: delaying or avoiding tasks, feeling fidgety

0.1-10% ALMOST EMPTY DEPLETED

Feel empty (emotionally and physically). You are being pulled in multiple directions


Characteristics: low energy, tiredness

Signs: Negative self-talk, sluggish movements



Time Energy Tracker

CLICK HERE FOR YOUR COPY



Day 2

Date

Time:	100% Fully Charged	75% Positively Charged	50% Balanced	25% Low Charged	+10% Almost Depleted
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Notes:

Biggest Achievement today:

Biggest Challenge Today:

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What you *can* do now?

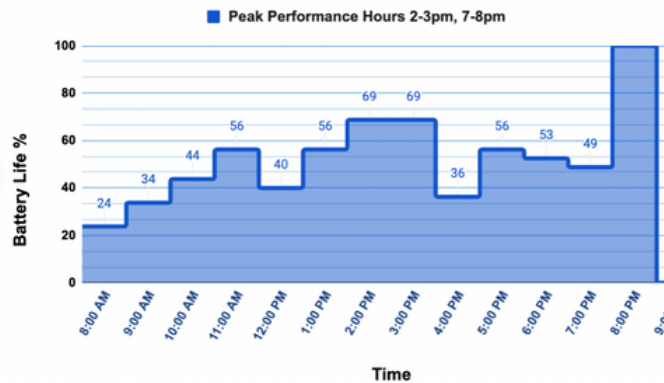
- **Explore the content fully:** Whether you've downloaded the free version or the expert detailed edition, take the time to explore the content thoroughly.
- **Put insights into action:** While you're reading, pinpoint key takeaways and consider how you can apply them in your life and work right now.
- **Spread the word:** If you find the info helpful, think about sharing the ebook with friends, family, and colleagues who could also benefit. (And that's pretty much everyone!)
- **Stay in touch:** Subscribe to and follow me on social media to stay updated on new content and extra resources.



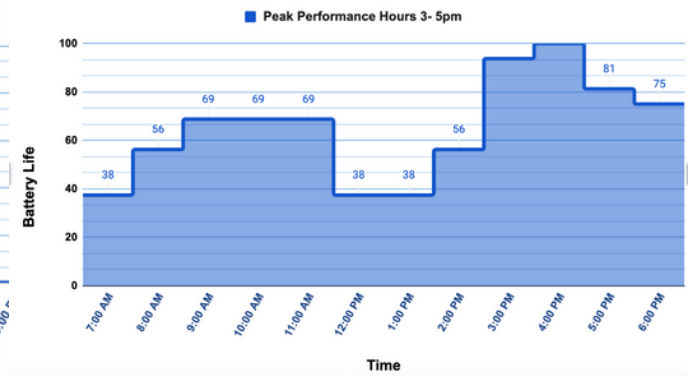
TIME OPTIMIZATION ROADMAP

Client Example ...

Sample 1



Sample 2



100%

PEAK PERFORMANCE TIME

- strategic thinking + planning for team
- allocate resources

75%

POSITIVELY CHARGED TIME

- strategic planning with the team
- stakeholder engagement meetings

50%

BALANCED TIME

- reading and highlighting documents
- reporting and monitoring on projects

25%

LOW CHARGED TIME

- clean up emails + files
- look ahead at schedule

↓ 10%

ALMOST DEPLETED TIME

- rest + relax
- sleep



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THANK YOU



I am excited to continue sharing my knowledge and insights with you.

Applying your Time Optimization Roadmap to your schedule will give you valuable time back.

I look forward to your ongoing success and maximizing our time together.

Jen Soenen

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