

Contents

Preface, x

CHAPTER 1

- How to Turn Time into Money 1
Can One “Number” Change Your Life?, 3
How Low Can You Go in Valuing Time?, 9

CHAPTER 2

- How to Drive a Stake Through the Hearts of the
Time Vampires Out to Suck You Dry 11
“They’re in a Meeting,” 13
Playing Trivial Pursuit, 15
Oh Boy, It’s Soap Opera Time!, 16
Are There Other Time Vampires?, 17

CHAPTER 3

- Stopping “Productivus Interruptus” Once and for All . . . 20
Get Lost, 21
Don’t Answer the Phone, 24

Fix the Fax, 30
Set the Timer on the Bomb, 34
Be Busy and Be Obvious About It, 35

CHAPTER 4

The Number One Most Powerful Personal Discipline
in All the World And How It Can Make You
Successful Beyond Your Wildest Dreams. 37
The Tragic Case of the Doctor Who Couldn't Tell Time, 38
The Telling Connection Between Punctuality and Integrity, 39
A Simple Way to Favorably Impress Others, 41
Are Even a Person's Deepest, Darkest Psyche
Secrets Revealed by Punctuality?, 43

CHAPTER 5

The Magic Power that Makes You Unstoppable. 45
How a "Little Man" Reminds Us of "The Magic Power"
8,000 Times and Counting, 46
How to Make the World Hand Over Just about
Anything You Ask, 48
The Inextricable Link between Time Management
and Self-Discipline, 52
"Success Leaves Clues," 52

CHAPTER 6

The Ten Time Management Techniques
Really Worth Using 54
Technique #1: Tame the Phone, 55
Technique #2: Minimize Meetings, 56
Technique #3: Practice Absolute Punctuality, 57
Technique #4: Make and Use Lists, 57

- Technique #5: Fight to Link Everything to Your Goals, 59*
- Technique #6: Tickle the Memory with Tickler Files, 61*
- Technique #7: Block Your Time, 63*
- Technique #8: Minimize Unplanned Activity, 65*
- Technique #9: Profit from “Odd-Lot” Time, 66*
- Technique #10: Live Off Peak, 67*

CHAPTER 7

- How to Turn Time into Wealth 69
 - “On the Other Hand . . .,” 71*
 - A Wealthy Man, 73*
 - How Much Is Enough?, 74*

CHAPTER 8

- On the Road Again. I Just Can’t Wait to
 - Get on the Road Again. 76
 - Jam as Much Business into Each Business Trip as Possible, 77*
 - Where Are those “Friendly Skies,” Anyway?, 79*
 - Battling for Productivity in Your Hotel Room, 84*
 - Communicating while Traveling, 86*
 - The Extinction of the Travel Agent, 87*
 - As You Head Out the Door . . . , 89*

CHAPTER 9

- How to Handle the Information Avalanche 90
 - How Do You Handle All This?, 91*
 - Specialize. But Not too Much., 96*
 - Know What You Are Looking For, 97*
 - How to Organize and Manage Ideas, 99*
 - How the Well-Trained, Conditioned, and Fit Subconscious Mind Helps Handle the Information Avalanche, 100*

CHAPTER 10

Fire Yourself, Replace Yourself, Make More Money, and Have More Fun. 103
“We’re Overpaying Him, but He’s Worth It,” 104
“Delegate or Stagnate,” 105
Going Beyond Delegation, 109
“They Gave Me a Lifetime Contract, Then They Pronounced Me Legally Dead,” 109
What to Do with the Time You Liberate, 111

CHAPTER 11

A Baker’s Dozen of Productivity-Builder Tips and Ideas. 114
Lie Down with Dogs; Wake Up with Fleas, 114
Mañana, 115
How to Use the Home Office to Increase Personal Productivity, 117
How to Drown in Opportunity and Success, 119
Short-Term, Medium-Term, and Long-Term Thinking, 121
Get Rid of Nuisances, 122
Do Not Look a Gift Horse in the Mouth. Get On, Hang On, and Enjoy the Gallop., 123

CHAPTER 12

The Inner Game of Peak Personal Productivity. 126
Psycho-Cybernetics and Getting More Value from Your Time, 126
Creating a Peak Productivity Environment, 128
“A Clean Desk Is a Sign of a Sick Mind,” 129
Now What the Heck Is Feng Shui?, 132
Finally—the Militant Attitude, 134

CHAPTER 13

Reasons Why a Year Passes and No
Meaningful Progress Is Made 135
Majoring in Minor Matters, 138
Breaking the Code of Extraordinarily Successful People, 140

CHAPTER 14

Commonly Asked Questions and Answers
About Peak Personal Productivity 143

Resource Directory, 155
Time Truths, 160
Preface to No B.S. Business Success, 162
Preface to No B.S. Sales Success, 169
Index, 173
Special Free Gift #1 from the Author, 181
Special Free Gift #2 from the Author, 182