



# Your Checklist for Finding More Time in Your Day

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Most families go into the summer with big plans, but it's all too easy to let those warm months and long days slip away once they actually arrive. Some of us regularly squander both our personal and family time throughout the summer months.

The end result might feel like “burnout” but, in reality, it is probably a lack of focus. Perhaps it's also that we're not paying attention to our own priorities.

Never fear, however. There's always time to “reboot.”

- Brian D. O'Leary

- ☐ Plan your day ahead of time. Start mid-day on the day before.  
Make two short lists: *What are the three most important things to get done? What is the single most important task that must get finished?*
- ☐ Determine your priorities. *What does your imagined future look like?* Take specific action steps to get there. Life is always hopelessly complex for those who lack principles.
- ☐ Take *swift* action with everything you do. There is no time like the present. Massive action—which takes *at least* 2x the amount and effort of “normal”—is preferable. You aren't *normal*!
- ☐ Consider the *Pomodoro Technique* when working. Decide on task. Set a timer (25 minutes). Work on task. Take short break when timer rings. Repeat 3 more times. Take longer break. Repeat.
- ☐ Prepare. Amateurs perform for 4 to 10 times longer than they prepare. Professionals spend 4 to 10 more time in preparation than the time it takes to perform.
- ☐ Stay committed. When “normal” people experience success, they typically respond by doing less. The *mentally tough* stay totally committed to what *caused* the success.
- ☐ Remind yourself: Success is not what you have, it is how you feel about what you have. Celebrate your success on occasion.
- ☐ Clarity. Our thoughts, speech, and action must be clear in today's world. People understand you better when you are clear. You understand yourself better when you have direction. Eliminate the words “kinda” and “sorta” from your vocabulary. This is not a *kinda* or *sorta* world we live in.
- ☐ Query yourself. Are you asking yourself the right questions?
- ☐ Be consistent. Consistency trumps proficiency.

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