

# LOGBOOK



THE COACHING MASTERS

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## Results Acceleration Instrument

### DAILY PLANNING

ACTIVITIES:	PRIORITY ORDER	QUANTITY OF TIME

### EXPERT COUNCIL

Charles M. Schwab , president of Bethlehem Steel, asked Ivy Lee to teach her a better way to use her time. She took a piece of paper and said, "Write down the most important things you have to do tomorrow and number them according to their importance. Start with the first task until it's completed, then move on to the next task and after that's done. it starts the third task and so on. At the end of the day you will have completed the most important tasks before the less important ones take up your time. The secret is to do this daily... Try it for as long as you like and then send a check for the amount you assign to the board."

Two weeks later, Schwab sent a check for \$25,000. He later said that it was the most profitable lesson he had ever learned in his management career. \*

\*RA Mackenzie. The Time Trap, New York: McGraw Hill, pp. 38-39

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Why was it worth living today?

If you could go back in time and change something that happened today, what would you change?